



## VOLUNTEER AGREEMENT & TASK DESCRIPTION

### SOCIAL MEDIA ADMINISTRATOR AND MODERATOR

The Auckland Diocese of Auckland has implemented standards of conduct for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children, youth and vulnerable adults.

VOLUNTEER TITLE:	Social Media Administrator and Moderator
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	<p>Days per week:</p> <p>Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/></p> <p style="margin-left: 40px;">Sunday <input type="checkbox"/></p> <p>No. of hours per week: _____</p>
VOLUNTEER REPORTS TO:	PARISH PRIEST/ PARISH PASTORAL COUNCIL/DIOCESAN SAFEGUARDING COORDINATOR
<p><b>MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE</b></p> <p>The Parish Social Media Administrator oversees the Social Media processes in the parish. He/she ensures that information posted on Social Media is respectful and reflects the values and principles of the Catholic Church, the Catholic Diocese of Auckland and Parish/Entity.</p> <p>The Parish Social Media Moderators role is to check processes are in place to avoid the posting of material that may provide any unnecessary risk or harm to others</p>	
<p><b>KEY TASKS / SPECIFIC DUTIES / RESPONSIBILITIES</b></p> <p><b>Assigning all or some of these tasks is at the discretion of the Parish Priest</b></p>	
TASKS	EXPECTATIONS
Attend Training	Attend Diocesan Safeguarding training workshops#1

Understand the responsibility of interacting on social media	<p>Have up to date knowledge of legal and ethical processes around posting of information on social media.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• CDA privacy policy</li> <li>• CDA 10 Commandments of Social Media</li> <li>• Photography, video, digital images Safe practices document</li> </ul>
Communicate regularly with Parish Priest, PPC, parish staff to plan what will be posted on social media platforms	To ensure social media interactions are appropriate, relevant, transparent and planned. Work in partnership with parish team, including office staff, whereby presenting a unified approach across all platforms
<p><u>Volunteer Requirements:</u> Screening including references and nil disclosure police vet.</p> <p><u>Competencies:</u> Administration ability, sound communication skills and computer skills.</p> <p><u>Knowledge/Qualifications:</u> Safeguarding resources especially those named previously</p> <p><u>Personal Qualifications/Attributes/Capabilities:</u> Resilient, compassionate, understanding, confidential, maintains professional boundaries, is approachable to all.</p>	
<p><b>CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS</b></p> <p>Ensuring that information that is shared is respectful, well researched and does not take any risk knowing that information you share or discuss may bring claims of libel or bring others (including children), the church or entity into disrepute. Adhering to the Privacy Act 2020, especially Privacy Principles 1-4.</p>	
<p><b>TO BE SIGNED BY THE ROLE HOLDER:</b></p> <p>I have read and I understand this task description.</p>	

I have received copies of and had the following policies and standards explained to me and I understand the expectations:

- National Safeguarding Guidelines
- Safeguarding Cultural Standards,
- Code of Conduct for Employees & Volunteers
- CDA privacy policy, 10 commandments of social media, Photography, Video, digital safe practices
- Safeguarding Training

Please note: All documents are available on the CDA and NOPS website

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VERIFICATION / AUTHORISATION (completed by Parish)

Approved by: \_\_\_\_\_  
 (Position / Title) (Name)

Date: \_\_\_\_\_

Police Vetting: \_\_\_\_\_ Date Returned: \_\_\_\_\_ Result: NZ Police Vetting Report  
 attached

Safeguarding Training undertaken  Date: \_\_\_\_\_