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|  | **The Anglican Church of Australia**  **Diocese of Wangaratta**  PO Box 457  Wangaratta 3676  Phone 03 5721 3484  registry@wangaratta-anglican.org.au |

**Position Description**

Position Title: **Parish Publicity/Communications Officer**

Parish: ####

Employment Status: Volunteer / Full time employment / Part time employment

Term of Employment: ## months from commencement / Fixed term to \_\_\_ / Ongoing

Reports to: Incumbent (Rector/Priest in Charge)

Appointee: #### *(to be entered once appointment is made)*

Date Commenced: ##/##/#### *(to be entered once appointment is made)*

PD Prepared by: ####

PD Approved by: #### *(name of authorising person)*

Date PD Approved: ##/##/####

Date of Revision (if applicable): ##/##/####

**Position Overview**

The Publicity or Communications Officer is a member of the Church and Parish with the responsibility of providing the congregation and local community notice of forthcoming activities within the Church and Church grounds, in a manner acceptable to and in keeping with the Mission and Vision of The Parish.

**The Diocese of Wangaratta**

The Diocese of Wangaratta is set in regional NE Victoria and extends up into the Albury border area of NSW. There are now 23 parishes or districts incorporating some 65 places of worship. The diocese is divided into two territorial archdeaconries with three rural deaneries, the Cathedral and registry are located in Wangaratta.

*Our Diocesan Vision:*

*Inspired by God’s love, through worship, prayer and scriptural reflection, we seek to live by our Christ-centred values by meeting the needs of our communities through serving and accepting others.*

**The Parish**

Parish Overview:

*insert here*

Parish Vision and Mission:

*insert here*

**Key Responsibilities and Duties**

* The Publicity/Communications Officer must at all times comply with National, State, and Local Govt requirements, follow the Parish Administration Act and Professional Standards Act.
* Adhere to Safe Church Policy and Codes of Conduct and uphold Ethos of the Diocese at all times.
* Duties are likely to include:
  + Promote Church activities to the congregation, and activities of interest within the Church and Church grounds to the community.
  + Promotion may be through local community sources, pew sheets, flyers, local radio, verbal announcement after Church Services, Internet or Phone Apps.
  + Any publicity to be paid for must be approved by Treasurer and Parish Council prior to implementing. (e.g. Annual Fete)
* Privacy laws must, at all times, be adhered to regarding use of photos, videos and verbal or written comments from individuals. Permission must be obtained from the individual to use same.

**Requirements for a Publicity/Communications Officer**

To be eligible a person must:

* be a Parishioner in a Church in the Parish, of at least 6 months standing.
* be at least 18 years of age.
* have up to date Police Check and Working with Children certificate.
* have an open and friendly manner able to deal with various people, in various situations.
* have the ability to take good photographic pieces.
* have the ability to write headings and cover notes for photographic items.

You are not eligible for this role if you are:

* an undischarged bankrupt.
* a prohibited person as defined by Child Protection or Professional Standards Act.

Note: No person shall have privileges of a Parishioner in more than one Parish or in more than one church in the same Parish, or in more than one congregation in the same Parish.

**Training**

* A Parish Publicity/Communications Officer must attend endorsed Safe Church training and attend a refresher every 3 years.

**Evaluation**

* All volunteers will have an initial evaluation after two months, then an annual review thereafter.
* Evaluation will be conducted by the Incumbent / Wardens (as applicable).

**Time Commitment**

* As required and agreed, based on Parish promotional needs.
* The appointee should be available for attendance at key Church activities as required.

**Terms of Appointment**

This position will be appointed by the Incumbent and will be subject to the clearance requirements as set out in the Diocese of Wangaratta Lay Authorisation Guidelines and associated documentation.

**Declaration of Appointee**

*I have reviewed the above position description. I understand the nature of the work and confirm that I do not have any pre-existing injury or illness that may affect my capacity to undertake this work.*

**Name of Appointee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Appointee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Incumbent (Rector/Priest in Charge):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Incumbent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**