**Congo Link Administrator Role Description**

**Overall Purpose of the Post**

In Chester Diocese we are greatly blessed and enriched by our links with Aru and Boga Dioceses in the Democratic Republic of Congo. Alongside the partnership with Melanesia our link to the DRC contributes to our own identity, connecting us in a real and tangible way with the worldwide Anglican Church. The link was formalised at the time of the Lambeth Conference in 2008 with the then bishops of Aru and Boga. Since that date, through regular visits from Chester to Congo and by key Congolese church leaders to the UK, a deepening relationship and friendship has formed between the three dioceses. From the beginning all involved stressed the link was not primarily about money, but about prayer, friendship and fellowship.

This voluntary post will assist the Diocese in continuing to grow this important part of our ministry. The role will provide administration to the Dioceses of Chester’s link to build friendship, understanding and prayer across our three Dioceses .

Key responsibilities:-

* To assist in facilitating and monitoring communications between Aru, Boga and the Congo Committee / Diocese.
* To mange visual and social media to build understanding and friendship and grow support for the link in the dioceses.
* To assist the committee to facilitate the growth prayer across the link.

**Principal Duties**

1. To keep up to date with and have an interest in DR Congo events and news
2. To monitor and facilitate communications though the link email (office 365 Outlook) and WhatsApp account.
3. To manage visual and social media on the Chester diocese website (web based editing software) and Facebook group.
4. To work with the committee secretary and chair to produce a termly e-news letter using Conva graphics online publishing software and to promote the link to supporters through the Diocese e bulletin, web site and social media.
5. To assist the committee to facilitate links between The Diocesan Communications Department and the cycle of prayer, to grow a prayer ministry across the link.
6. To attend four evening committee meetings a year (7.00 – 9.00pm at Diocesan House / teams meetings as Covid restrictions allow)
7. To assist the committee in organising visits from and to the Congo (one a year)
8. Ensure that appropriate records are maintained in accordance with GDPR.
9. To attend training as required.