



## **Pagan Federation Community Support Team Social Media Officer**

### Volunteer Role Description

#### **About the Pagan Federation:**

Founded in 1971 the PF seeks to support all Pagans to ensure they have the same rights as followers of other beliefs and religions. It aims to promote a positive profile for Pagans and Paganism and to provide information on Pagan beliefs to the media, official bodies and the greater community.

#### **About the Community Support Team:**

The Community Support Team is made up of seven teams, each of which supports a different need in the community; Disabilities, Children and Families, LGBTQIA+, Hospitals, Cultural Cohesion, Education and Interfaith.

#### **About the role:**

As social media officer, your role is to provide support to the Community Support Team while working closely with the Community Support Officer and their deputy. Your line manager is the Community Support Officer or their deputy in the case of their absence. You will also work closely with the National Social Media Manager.

*You must be a Pagan Federation member of good standing to apply for this role.*

#### **Key skills:**

- IT literate
- Social media literate
- Creative mind
- Willing to learn
- To be able to communicate effectively
- Solid work ethic

#### **Key areas of responsibility:**

##### *Role specific:*

- To create and deploy social media campaigns to enhance and promote the services offered by the community support team
- To assist in the administration/moderation of the community support team Facebook page/groups

- To share content and take part in social media campaigns led by the main Pagan Federation social media accounts

*General:*

- Must be self-declared (or otherwise) as Pagan
- Must be a member of the PF, in good standing, and remain a member in order to hold this role
- Will conduct yourself in a professional manner at all times
- Will adhere to the PF Code of Conduct, policies and procedures
- Will take care of yourself and ask for help from the relevant people as and when needed
- Will act appropriately as a Pagan Federation Officer and not bring the organization into disrepute.
- You will use PF email for communicating official business and check your inbox at least weekly

**Location and travel requirements:**

This is a role you can work from home with a laptop or computer, phone line and internet connection. There is some travel required to district meetings.

**Benefits:**

This is a volunteer role so doesn't carry a salary, holiday entitlement or a pension. You can claim back reasonable expenses upon approval from your line manager. It does carry a large amount of personal satisfaction and is a great opportunity to further your skills and experience within a professional organisation.