



Pagan Federation Deputy Community Support 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; the Disabilities, Children and Families, Youth and Education, LGBTQIA+, Cultural Cohesion, Hospitals and Interfaith. These teams all work very closely together to ensure that everyone in the community receives the right support, regardless of their personal circumstances.

About the role:

Through working closely with our own internal volunteer network, alongside key external organisations, one of the main roles for the community support team is to identify and overcome the barriers that our community face to practising their faith. Your role as Deputy Community Support Officer is to assist the Community Support Officer (CSO) to lead, manage and support the individual teams in this endeavour.

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

Key skills:

- A listening ear
- Good organization skills
- An enquiring and creative mind
- A solid work ethic
- Able to communicate effectively
- An understanding of how to manage a team of volunteers as well as how to deal with conflict when it arises
- Able to do simple administration
- IT Literate
- Willing to learn

Key responsibilities:

Role specific:

- Assist the CSO in supporting the community support teams:
Disabilities
Children and Families
LGBTQIA+
Youth and Education
Cultural Cohesion
Hospital Ministry
Interfaith
- Assist the CSO to plan for the Community Support Team and its activities in line with the current PF strategy
- Support the CSO in holding regular meetings with the managers of the community support teams
- To assist in actively monitoring and supporting the wellbeing of the community support teams and all its officers
- Support the CSO in assisting all teams in connecting with outside organisations relevant to their area of work
- To fulfil the duties of the Community Support Officer as far as is possible during any absences they take away from Pagan Federation work
- Support the CSO with the induction and training process for new managers
- Assist in liaising with the District Liaison Officer and district teams when needed
- Support the CSO in keeping the Community Support Team website up to date on the activities of the teams

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.

Benefits:

This is a volunteer role so doesn't carry a salary, holiday entitlement or a pension. You can claim back reasonable expenses for travel etc upon approval from your line manager. The benefits lie more in personal satisfaction, gaining knowledge and experience and in knowing that you are helping the PF to further their aims and objectives.