



## **Pagan Federation Deputy Interfaith Manager**

### 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:**

The Pagan Federation is committed to and engaged with Interfaith work, having a seat on the Interfaith Network and regularly participating in varying interfaith activities both locally and nationally across England and Wales. The role of Deputy Interfaith Manager exists to provide support to the Interfaith Manager and assist in promoting the work that we do in this area.

You will work closely with your line manager, the National Interfaith Manager, as well as the Community Support Officer, other Community Support teams and district teams to provide a whole community support system to our members and the wider Pagan community.

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

#### **Key skills:**

- An enquiring and creative mind
- A listening ear
- A solid work ethic
- Able to communicate effectively
- An understanding of how to manage a team of volunteers
- Able to do simple administration
- IT Literate
- Willing to learn

## **Key areas of responsibility:**

### *Role specific:*

- To assist in developing and co-ordinating a network of officers within the PF districts and community support teams who are willing and able to carry on Interfaith work within their local areas
- To assist in responding to enquiries through the Interfaith email address and redirect to National, District and Regional Officers where appropriate or applicable
- To assist in the promotion of the Interfaith work undertaken by the PF and it's officers through our websites and blogs, Pagan Dawn and district newsletters.
- To fulfil the duties of the National Interfaith Manager as far as is possible during any absences the National Manager takes away from Pagan Federation work.
- To contribute to social media initiatives, publications, websites and blogs where possible for them to do so.
- To adhere to the Code of Conduct and all other relevant Pagan Federation policies.
- To report to the National Interfaith Manager

### *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 largely a role you can work from home with a laptop or computer, phone line and internet connection, though there may be some travel involved to Interfaith network meetings and events you need to attend. It will also require some travel to Council and the Community Support Team get together, both once a year.

## **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.

