



Pagan Federation National 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 National Interfaith Manager exists to lead, support and promote the work that we do in this area.

You will work closely with your line manager, the Community Support Officer, as well as assisting district officers in carrying out local Interfaith activities. You will also work closely with the other Community Support teams and their managers to provide a whole community support system to our members and the wider Pagan community.

This is a council level role and as such you will be expected to attend at least one council meeting a year.

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

Key skills:

- A listening ear
- An enquiring and creative mind
- 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:

Council:

- Attend council meeting once a year
- Feedback from the council to your team members
- Actively take part in assisting the council with directing the PF to achieve its aims and objectives

Role specific:

- To develop and co-ordinate 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 maintain contact and interact with The Interfaith network, attending meetings where needed and reporting back to your line manager
- To respond to enquiries through the Interfaith email address and redirect to National, District and Regional Officers where appropriate or applicable
- To guide the PF and its Officers in having an understanding of applicable modes of working and work that needs undertaking
- To promote the Interfaith work undertaken by the PF and it's officers through our websites and blogs, Pagan Dawn and district newsletters.
- To ensure that regular content on Interfaith is sent to the appropriate website officer to keep our websites up to date
- Assist the appropriate PF officer (e.g. Press Manager/Communications Officer/President) when responding to press or media enquiries about Interfaith work
- To undertake regular monitoring of the activities of Interfaith team members
- To maintain records and produce a written report for Pagan Federation council meetings, where appropriate
- To report to the Pagan Federation Community Support Officer
- To actively monitor and support the wellbeing of the whole team, as a team and as individuals

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.