



## **Pagan Federation Accessibility Team Newsletter Editor**

### Volunteer Role Description

There are many ways we can make Paganism more accessible to suit the diverse needs of our community. The Accessibility team take the lead in promoting and creating awareness around accessibility needs both for moots and real world events as well as online content.

#### **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 eight teams, each of which supports a different need in the community: Accessibility, Children and Families, LGBTQIA+, Hospital Ministry, Cultural Diversity, Education, Intrafaith, and Interfaith.

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

As Accessibility Newsletter Editor, your role is to provide support to the Accessibility Team by producing a regular Accessibility newsletter while working closely with the Accessibility Manager and their deputy. Your line manager is the Accessibility Manager, or their deputy in the case of the Manager's absence.

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

#### **Key skills:**

- IT literate
- Creative mind
- Willing to learn
- Ability to communicate effectively
- Solid work ethic

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

##### *Role specific:*

- To collate content for the Accessibility newsletter from appropriate sources, including all officers who carry out Accessibility work
- To produce the Accessibility newsletter for distribution

##### *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 organisation into disrepute.
- You will use your PF email for communicating official business and check your inbox at least weekly

**Location and travel requirements:**

This is largely a role where you can work from home with a laptop or computer, phone line, and internet connection. On occasion there may be in person meetings to attend, however we also offer Zoom attendance to all meetings.

**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.