



## **Pagan Federation Children and Families Team Social Media Officer**

### Volunteer Role Description

Pagan families encounter a wide range of obstacles which can prevent them from practising their beliefs, attending meetings, moots and events, or engaging fully with pagan communities. This post exists to assist and enhance the work of the Children and Families Manager in their duties, which are to increase awareness of, and work towards, overcoming the barriers and challenges encountered by Pagan families.

#### **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 Social Media Officer, your role is to provide support to the whole Children and Families Team while working closely with the Manager and their deputy. Your line manager is the Children and Families Manager, or their deputy in the case of the Manager's absence. You will also work closely with the other community support teams, the Community Support Officer, and the Social Media Manager.

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

#### **Our Objectives:**

The Pagan Federation Children and Families Team works to increase awareness and overcome the challenges encountered by Pagan families across the UK. Through working closely with our own internal volunteer network, relationships with other relevant organisations, events and community initiatives, we identify the barriers faced by Pagan families of all kinds and work to create solutions which allow them to practice their beliefs without prejudice.

#### **Key skills:**

- IT literate
- Social media literate
- Creative mind
- Willing to learn

- Ability 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 Children and Families team in line with Pagan Federation strategy
- To assist in the administration/moderation of the Children and Families Team Facebook group

#### *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.