



Pagan Federation Hospital Ministry Team Manager

Volunteer Role Description

This post exists to run, build, train and support the Hospital Ministry Team.

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 Manager, your role is to build and provide training and support to the Hospital Ministry Team. Your line manager is the Community Support Officer, or if they are unavailable the President. You will work closely with your own team and all its members as well as the other Community Support teams.

The Hospital Ministry Manager is recommended by the committee member responsible for that area of activity and appointed by the committee. Dismissal can result from failure to carry out the majority of duties, after consideration by the committee.

The Hospital Ministry Manager must have knowledge and experience of the workings of Hospitals, the Health Service, and an understanding of Social Services. They need the skills to communicate necessary information as well as to give advice and support to individuals wishing to learn or already active in the 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.

Our Objectives:

The Pagan Federation Hospital Ministry Team is responsible for supporting patients and their family members while in hospital; delivering spiritual care to patients, their families and hospital staff; and raising awareness of Paganism for all concerned.

Key skills:

- Experience of working with the NHS
- Experience in training and reflective supervision of others
- An enquiring and creative mind
- A listening ear
- A solid work ethic
- Ability to communicate effectively
- 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:

- Where possible and useful, to develop, implement and update policy documents and best practice guidance, including procedural steps, for provision for Pagans in hospital
- To recruit and develop volunteers of good standing who are willing and able to visit those in hospital, by assessing their suitability to be a part of the Hospital Ministry Team through personal correspondence, interview, and by taking up references from reputable members of the Pagan community, and informing volunteers of the scope, requirements and responsibilities of the task
- To coordinate a connected network of individual volunteers, volunteer groups, organisations and institutions
- To maintain the overall wellbeing of the Hospital Ministry Team
- To attend all external relevant interfaith meetings within Healthcare
- To contribute to social media initiatives, publications, websites and blogs where possible
- To adhere to the Code of Conduct and Confidentiality for Hospital Ministry and all other relevant Pagan Federation policies

- To report to the Community Support Officer
- To adhere to all policies and procedures of any hospital visited
- To supervise members of the team
- To attend and speak at moots, conferences, in healthcare settings and at other relevant groups about the Hospital Ministry Team and its work
- To keep a reflective diary of practice and attend regular supervision sessions with your manager
- To visit allocated hospitals at least twice monthly
- To publicise the need for Pagan Hospital Visitors through Pagan Dawn, RCs News and District Newsletters
- To maintain a current list of suitable volunteers and records of relevant activity, so that requests from hospitals for the services of Pagan Hospital Visitors can be answered as rapidly and effectively as possible
- To train, advise and support Pagan Hospital Visitors as required, and develop a telephone support network through which other experienced volunteers can provide such support
- To cooperate with other organisations actively providing services for Pagan hospital patients
- To liaise with hospitals and health authorities, informing them of the service available
- To volunteer to talk at moots or conferences to groups of Pagans or healthcare workers about the hospital visiting scheme, and encourage other volunteers to do so
- To facilitate a monthly online moot for volunteers to meet and discuss any current issues and exchange experiences and information
- To circulate a questionnaire to all DMs collecting information on regional developments; compiling the annual Update Report to be presented at council meetings
- To keep the Community Support Officer informed of developments and supply them with information for the PF Annual Report

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:.

Some of this role can be done from home but you will need access to the internet, a laptop, computer or other device, and a phone line. You may be required to travel to deliver training and attend hospitals in your area. 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 in personal satisfaction and development, gaining knowledge and experience that can help you further your own goals and ambitions and in knowing that you are helping the PF to further their aims and objectives.