



## **Pagan Federation Hospital Ministry Team Secretary**

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

*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 preferred
- An enquiring and creative mind
- A listening ear
- A solid work ethic
- Able to communicate effectively
- Able to do simple administration
- IT literate
- Willing to learn

## **Key areas of responsibility:**

### *Role specific:*

1. To organise the meetings of the Hospital Ministry Team in liaison with the Hospital Ministry Manager
  - Liaise with the Hospital Ministry Manager to plan and prepare meetings
  - Receive agenda items from the team
  - Circulate agendas and reports
  - Take meeting minutes
  - Circulate meeting minutes
2. To maintain the Hospital Ministry Team records and administration
  - Keep an up to date record of the details of the current Hospital Ministry Team
  - File minutes and reports
  - Compile lists of people and organisations that are useful to us
  - Keep a diary of the Hospital Ministry Team events and activities
3. Communication and correspondence
  - Receive enquiries from the website and direct them to the appropriate team member
  - File and keep a record of enquiries received and the responses made
4. To report to the Hospital Ministry Manager
5. Familiarity with related policy documents and best practice guidance, including procedural steps

### *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 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.