



## **Pagan Federation Deputy District 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 Districts:**

In order to carry out the work of PF on a local level, PF district teams are divided into 9 districts. North East, North West, Mid-West and Wales, Midlands, East Anglia, South West, South and Central, South East and London. These districts are then broken down further into regions; these are often, but not always, the counties. In some cases these regions are broken down further into local areas, often, but not always, cities and their surrounding areas.

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

As Deputy, your role is to provide support to the District Manager and stand in for them if they are taking leave for any reason. Your line manager is the District Manager, or if they are unavailable the District Liaison Officer (DLO). You will work closely with your own team and all its members

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

#### **Key skills:**

- A listening ear
- Good organization skills
- An enquiring and creative mind
- A solid work ethic
- Able to communicate effectively
- An understanding of how to manage a team of volunteers as well as how to deal with conflict when it arises
- Able to do simple administration
- IT Literate
- Willing to learn

## **Key responsibilities:**

### *District specific:*

Your role is to assist the DM in their duties and activities, as well as taking over their responsibilities in their absence. Those duties are as follows:

- Oversee the district team of officers
- Plan for the district and its activities, in line with the current PF strategy
- Hold regular meetings with the district officers to ensure they are supported, allow them to report their activities and help them to plan in line with the PF's current strategy
- Ensure that all officers in the district are fulfilling their job description
- To actively monitor and support the wellbeing of district officers
- Keep an up to date directory of all district officers
- Keep an up to date database of all members in the district
- Welcome new members and thank renewing members in your district
- Report to District Liaison Officer (DLO) regarding activity in your district
- Caretake RC roles if they become vacant until a suitable person is found
- Run recruitment campaigns for Regional Coordinators (RCs) and Local Coordinators (LCs) as needed and interview potential candidates
- Assist recruitment campaigns for CST district liaisons as needed and interview potential candidates along with the relevant CST manager
- Support the induction and training process for new RCs and LCs
- Liaise with the District Liaison Officer and Community Support Team managers when needed
- Promote the officers use of the district newsletter as a way of connecting with the community and informing them of our activities
- Support the district treasurer, newsletter editor, and other officers.
- Organize, or assist your district events manager in organizing, regular conventions for the district.

### *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. There is some travel required to district and council meetings (the latter are currently held in London or over Zoom and only apply in the absence of the District Manager).

**Benefits:**

This is a volunteer role so doesn't carry a salary, holiday entitlement or a pension. You can claim back reasonable expenses upon approval from your line manager. It does carry a large amount of personal satisfaction and is a great opportunity to further your skills and experience within a professional organisation.