



Pagan Federation District Events Organiser

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 is split 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 events officer, your role is to provide support to the District Team by organising district events, e.g. yearly conferences, while working closely with the Manager, their deputy and the rest of the team. Your line manager is the District 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:

- An understanding of event organisation
- IT literate
- Creative mind
- Willing to learn
- To be able to communicate effectively
- Solid work ethic

Key areas of responsibility:

Role specific:

- To organise the district yearly conference including, but not limited to:
Booking venues
Arranging insurance through the national treasurer

Booking speakers

Advertising for and booking stall holders

Managing the event budget

Advertising the event

Obtaining relevant licenses and permits as necessary

Liaise with District Treasurer regarding ticket and stall fees

Liaise with District Website officer regarding online sale of tickets and stall bookings, and event details

- Organising other events within the district as required, for example a district picnic or a PF stall at a relevant event

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:

There is an element of the role you can work from home with a laptop or computer, phone line and internet connection. There is some travel required to district meetings and around organising the events such as visiting venues.

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.