



## **Pagan Federation District Regional and Local Coordinator**

### Voluntary 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:**

Through working closely with our own internal volunteer network, one of the main roles for both the Regional Coordinator (RC) and Local Coordinator (LC) is to identify and overcome the barriers that our community face to practising their faith in your region/local area and to be a point of contact for local members and non-members. Your role as Regional Coordinator (RC) is also to lead, manage and support any Local Coordinators (LC), if your district uses them, in this endeavour.

For Regional Coordinators (RC) this is a council level role and as such you will be expected to attend at least one council meeting a year. This does not apply to Local Coordinators (LC). The line manager for both RC and LC roles is the District Manager or the Deputy District Manager in the absence of the District Manager

*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
- Able to do simple administration
- IT Literate
- Willing to learn

**Key responsibilities:***Council (Regional Coordinator (RC) Only):*

- Attend council meeting once a year
- Feedback from the council to your district officers
- Actively take part in assisting the council with directing the PF to achieve its aims and objectives

*Regional Co-ordinator (RC):*

- Maintain database of regional members and inform Local Coordinators of updates in their area
- Report to District Manager (DM) regarding activity in your region
- Assist recruitment campaigns for Community Support Team (CST) district liaisons
- Oversee your team of local coordinators
- Ensure that Local Coordinators in the region are fulfilling their job description
- To actively monitor and support the wellbeing of Local Coordinators (LC)
- Caretake LC roles if they become vacant until a suitable person is found (if your district uses them)
- Run recruitment campaigns for Local Coordinators (LCs) as needed and recommend potential candidates to the District Manager (DM)
- Support the induction and training process for new LCs

*Regional Co-ordinator (RC)/Local Co-ordinator (LC):*

- Plan for the region and its activities, in line with the current PF strategy
- Attend regular district officer meetings
- Attend, where possible, local moots and other events in the region, or appoint a Local Coordinator (LC) to do so
- Network with local moots, Pagan shops and other relevant organisations in your region
- Welcome new members and thank renewing members in your region/area
- Maintain regular contact with regional/local members; informing them of local happenings and PF news, as well as answering queries
- Regularly check PF email and respond to messages in a timely and professional manner
- Signpost queries to the relevant PF officer/team or organization
- Inform your District Manager (DM) if you are struggling to fulfil your duties so help can be organised.
- Liaise with the District Liaison Officer and Community Support Team managers when needed

- Make use of the district newsletter as a way of connecting with the community and informing them of our activities
- Assist in organising regular conventions for the district
- Promote PF and PF news in your region/local area and to your members

*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 council (RC only) and district meetings, the council meetings are held in London or on Zoom. There is also some travel required to moots and other events in your district.

**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.