



## **Pagan Federation District 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 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 secretary, your role is to provide support to the whole District Team while working closely with the Manager and their deputy. Your line manager is the District Manager or their deputy in the case of the Manager's absence.

#### **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:**

- To organise the meetings of the district team in liaison with the District Manager.
  - Liaise with the District Manager to plan and prepare meetings
  - Receive agenda items from the team

- Circulate agendas and reports
- Take meeting minutes
- Circulate meeting minutes
- To maintain the District Team records and administration
  - Keep an up to date record of the details of the current District Team
  - File minutes and reports
  - Compile lists of people and organisations that are useful to us
  - Keep a diary of the District Team events and activities
- Communication and correspondence
  - Receive enquiries from the website and direct them appropriately to the relevant team members
  - File and keep a record of enquiries received and the responses made
- To report to the District Manager.

*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 a role you can work from home with a laptop or computer, phone line and internet connection. There is some travel required to district meetings.

**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.