



## **Pagan Federation Writing Minister**

### 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 Writing Ministry Team:**

The Pagan Federation Writing Ministry has been in existence for over 30 years, offering a bespoke service to Pagan prisoners through postal correspondence. We offer advice and support for spiritual and religious matters only.

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

Your Line Manager is the PFWM Manager.

You will be expected to correspond with Pagan prisoners on religious and spiritual matters only, supporting them on their chosen path.

#### **Our Objectives:**

- We are a support arm of the Pagan Federation Prison Ministry (PFPM).
- We offer a dedicated correspondence service to prisoners.
- We help and support Pagan prisoners with their religion/faith whilst in prison.

#### **Key skills:**

- A good command of written English.
- An enquiring and creative mind
- A solid work ethic
- Able to communicate effectively.
- Willing to learn and accept guidance from the PFWM Team.
- Know and understand your own Pagan path with experience of practicing ritual and creating your own ceremonies.
- Have a general understanding of most Pagan paths.
- Be able to work with minimum supervision and respond to prisoner's letters in a

timely manner.

- Be confidential and trustworthy.

### **Key areas of responsibility:**

#### *Role specific:*

- Correspond with Pagan prisoners by post only.
- Due to the nature of this role, Writing Ministers must also adhere to the restrictions and security rules as laid out in the Pagan Federation Writing Ministry Manual.

#### *Responsibilities:*

- Attend training sessions as and when required.
- You must be open to all Pagan paths and be unbiased when offering advice or sourcing information.
- Correspond on a 1-1 basis with prisoners.
- Respond to a prisoner's letter in a timely manner, bearing in mind postal delays.
- Treat each prisoner with respect, and in confidence, subject to prison requirements.
- Answer a prisoner's questions clearly and concisely.
- Be able to respond in a non-controversial discerning way, understanding the restrictions in place with regards to prisoners.
- Ensure all information is checked/verified and copyright shown where necessary.
- If unable to deal with a prisoner's letter, inform the Writing Ministry Manager immediately.

#### *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 always conduct yourself in a professional manner.
- 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 where you can work from home with a laptop or computer, phone line and internet connection.

**Benefits:**

This is a volunteer role so doesn't carry a salary, holiday entitlement or a pension. You can claim back reasonable expenses for postage etc upon approval from your line manager. The benefits lie more in personal satisfaction, gaining knowledge and experience and in knowing that you are helping the PF to further their aims and objectives.