



Centre Manager

Full-Time Role - Job Description

The Brixton Buddhist Community is a thriving situation offering the Dharma to the diverse population of South London. In recent years we've grown from a small friendly local sangha to a larger community of practitioners.

This is a rare opportunity to join a warm, friendly and spiritually vibrant situation in a full-time financially supported role. This role is at the very heart of our community, and is a key one in terms of supporting the increasing breadth, depth and unity of our sangha.

We are particularly keen to attract an Order Member from outside our immediate sangha to this role, however we would also consider a committed GFR itra especially where they have existing connections with the Brixton Buddhist Community.

Description of the role

The role of Centre Manager is a central position and primary team member at the Brixton Buddhist Community. The centre manager will hold a key role in translating the vision and strategy of the Chair and Council of Trustees into practical actions and activities, through their own work and through managing and coordinating the work of the employed centre team and volunteers. They will also hold overall responsibility for all the day-to-day aspects of running and promoting our events and activities, as well as supporting the teams who assist with these activities. They will be expected to develop a good overall understanding of our culture and processes, and be able to support other individuals in their work for the centre.

They will be supported in this by the Chair, Viryanaga, as well as the Council of Trustees. However, they will generally have a high degree of autonomy and be given the flexibility to approach their role in terms of their preferred way of working. They

will also be trusted to make regular day-to-day operational decisions concerning the running of the centre on behalf of the Council.

We are seeking an organised and capable person, who can be responsive and able to problem solve around urgent issues. They will require good interpersonal skills, and a love of community and Dharma activities. They should be someone capable of taking initiative, and responding with sensitivity and integrity to issues, complaints or concerns if they arise.

We are seeking someone who is stable and reliable, and willing to grow into the role. Ideally they would be interested in staying in post for a significant period of time. We fully expect the Brixton community to continue to grow into the future, and so there is significant scope for this role to develop over time.

Although conceived as a full-time role (35 hours per week), we would consider a 4 day per week post where the candidate can provide the level of cover needed to run our activities smoothly.

The Duties and Responsibilities of the Role

Governance and Management

- Coordinate and attend Council meetings to contribute to discussions, as well as to take minutes
- Act as line manager to the Events Coordinator and Online Events Coordinator (“the centre team”), including day-to-day HR activities, such as managing leave and absences.
- Coordination and support of volunteers contributing to our activities

Venue Management

- Making bookings and keeping our relationships in good order
- Supporting the work of the Buildings Kula in the process of establishing a Buddhist Centre in our own premises
- In future, helping to plan and managing our use of our own building

Promotions and Events

- Holding overall responsibility for events programming, including scheduling, and finding leaders/team for courses, retreats and events
- Ensuring these events run smoothly and addressing practical issues which arise
- Able to coordinate a response to any urgent enquiries, as required, to provide a good level of ‘service’ to people attending our events

- Be an initial point of contact for any complaints and concerns arising from class attendees
- Overseeing events promotion, and managing the work of the centre team and media volunteers through the prioritisation of tasks
- Contributing to events promotion, especially by writing and proofing copy
- Covering the Events Coordinator's role during periods of leave, ensuring the successful promotion of all activities.

Suitability and Characteristics

Candidates should feel as though they fit **all** of the essential characteristics listed below, while stronger candidates will also have **some** preferred skills or characteristics.

Essential

- Be a member of the Triratna Buddhist Order or a Mitra training for ordination.
- Passionate and committed to Triratna's vision of Dharma practice, especially our emphasis on sangha, and inspired by the vision and activities of the Brixton Buddhist Community.
- Willing to regularly participate in the Brixton Buddhist Community's events, be that with teaching, attending classes, supporting courses or other activities.
- Organised, thorough and conscientious, with the ability to work to deadlines, operate well under pressure, and work with others to overcome practical challenges.
- Someone comfortable with significant periods of organisational/admin work in front of a computer, and technically competent in the use of basic online tools (e.g google docs, gmail, zoom etc).
- Someone who values clear and friendly communication, and is comfortable communicating in-person, online and over the telephone.
- Able to be present for regular meetings in South London, including on occasional weekends, and willing to travel within London as required by the needs of the role.

Preferred

- A member of the Triratna Buddhist Order.
- Lives or is willing to relocate to South London.
- Someone interested in teaching Dharma or meditation at Brixton.
- Someone interested in offering Kalyana Mitrata to others in the community.
- Personal or professional experience in events management, team management, publicity or marketing.

- Previous experience of working or volunteering in the Triratna team, particularly if in a leadership or management role, or experience of living in a Buddhist residential community .
- Familiarity with Trello, our project management software.

Team and Work Context

Our latest [annual report](#) gives a good account of the vision, activities and people who are part of the Brixton Buddhist Community.

Team

The Centre Manager will work most closely with the Centre Team; Lizzy (Events Coordinator), and Elena (Online Events Coordinator), and be line-managed by a member of the Council of Trustees. The Centre Manager will be a key member of the centre's leadership and so will also meet regularly with the Chair, Viryanaga, and Mitra Convenors, Amarapuspa and Maitrinara.

The Council of Trustees is currently Viryanaga, Suddhaka, Amarapuspa, Sagarasila, Maitrinara and Amaladana.

Hours of work

The role is offered as 35 hrs per week (negotiable). There is flexibility in the hours and days of work, however there will be a need to coordinate and overlap with other team members for meetings, and to ensure there is good cover for the centre's activities. Currently Lizzy, our Events Coordinator, works Monday and Friday, and our main events are on Mondays and Wednesdays. Viryanaga works full-time Monday through Friday, but will be away for extended periods throughout 2022. Council meetings are held on the weekends, roughly once every two months and for 3 hours, subject to everyone availability. It would be expected that the Centre Manager would coordinate and attend these meetings.

Work location

We currently rent space for events, although we hope to secure our own building in the next couple of years to transform into our own Buddhist Centre.

There is a men's residential community in Streatham called Danapasada (the palace of generosity), which also kindly acts as a hub for the our sangha and includes an office

where Viryanaga and some volunteers work. The Centre Manager would be welcome to work for a proportion of the week in this office, if they would like to, on the agreement of the residential community. Otherwise the Centre Manager would work from home, with the expectation that they can attend meetings at Danaprasada or elsewhere as required for the role.

Relocation and living arrangements

This role could be done by someone living in London but not necessarily close to Brixton, so long as they are prepared to travel to South London for meetings a number of times a week.

However, we are ideally seeking a person who already lives or is willing to relocate to South London. We would strongly support the appointee in moving if they wish to do this, and would be happy to lend assistance in finding accommodation with other sangha members if necessary.

A male appointee could explore the possibility of living in the men's residential community in Streatham. We do not currently have a women's community, although we would be very supportive of one being established here in future. There are however other several other women's residential communities throughout London, which could potentially be explored as a living situation by a female appointee.

Support

We provide support at the Living Wage Foundation's Real Living Wage level, which increases annually with the cost of living. Our principle is to provide a level of support which offers a simple, dignified standard of living in London, supportive of Buddhist practice.

For 2022, the Real Living Wage for London has been set at £11.05 ph. For the full time, 35 per week role this would make the support level £20,111 per annum, or £1,675 per month before tax.

In addition to the base salary, this support package also includes 40 days paid leave per year (including bank holidays), a generous retreat allowance, and employer pension contributions at 4% of your gross support.

Application and Timeline

- To apply, please complete and return an application form
- Closing date for applications **31th January 2022**

- Shortlist candidates will be invited to meet an interview panel between **1st-11th February**
- Start date negotiable, but ideally **early 2022**

For further information about the role please contact:

[viryanaga@brixtonbuddhistmeditation.org](mailto:viryana@brixtonbuddhistmeditation.org)