

## European Triratna Development Team Member

We are looking for an Order member, to work for the European Chairs Assembly, who is inspired and enthusiastic about the movement and who wants to make a difference. You will be working to develop, manage and support initiatives and projects that give expression to the Chairs Assembly's and Preceptors College's vision and strategy for the movement. The role will also involve resourcing the work of Buddhist Centres and groups, various administration duties and 'networking'.

The other members of the team are Nandavajra (team leader), Amalavajra (fundraiser), Munisha (Communications and liaison work) and Singhamati (Young Buddhist Coordinator).

Given the nature of the work, we are looking for some with a range of skills and experience. You would need some or all of the following:

- Considerable experience of working in the movement, and preferably previous experience of the European Chairs Assembly, or one of the other main 'meetings' of the Order / movement.
- Well established in the Order and with good connections.
- An ability to devise and manage projects that address, in a practical and achievable way, broad 'strategic priorities' set by the ECA.
- Able to work on your own much of the time, trying to influence things 'at a distance', to be highly self-motivated and organised, able to juggle a number of different projects, keeping a sense of priority whilst also responding to numerous requests for help and information.

- Able to play a full and harmonious part in the meetings of the Development Team, the Chairs' Executive, the European Chairs Assembly (usually 7 days in January and 10 days in the summer) and other meetings as required.
- Able to undertake visits to Centres and groups as required.
- Good organisational skills with ability to present information clearly at various meetings.
- Good communication skills – verbal and written – as well as diplomacy and an ability to work by consensus.
- As this role will involve financial management and bookkeeping for the ECA accounts experience or aptitude in this area could be an advantage.
- Experience and confidence in working with the internet, using it as a means for communicating the Dharma and 'connecting up' the Triratna Community.
- Harmony with the spiritual principle of the Order and movement and a real love and enthusiasm for the Triratna Buddhist Community

This is an opportunity to join a dynamic and successful team, and to help make a significant impact on the effectiveness of the movement. We offer a support package, in usual circumstances, of up to £12K p.a. along with a retreat allowance of up to 8 week a year.

Please contact Nandavajra ([nandavajra@triratnadevelopment.org](mailto:nandavajra@triratnadevelopment.org) or 01752 895940) for further details, support policy, and an application form. These can also be found at the 'jobs and volunteering' and 'ECA' pages on TBCO. The closing date for applications is Monday 9<sup>th</sup> March 2015 and applicants may be called to interview at some point in April.