

***For the welfare of the many* - European Triratna Development Team Member**

We are looking for an Order member, to work for the FutureDharma Fund and European Chairs Assembly, who is inspired and enthusiastic about the Triratna Community and who wants to make a difference. You will be working to develop and support the FutureDharma Fund and take forward initiatives and projects for the Chairs Assembly.

The other members of the team are Nandavajra (team leader and FutureDharma Director), Mokshini (projects), Amalavajra (FutureDharma fundraiser), Munisha (Communications and liaison work), Prajnaketu (Young Buddhist Coordinator), Utpalavajri (bookkeeper) and Liz Basset (donor support and communications).

We would particularly welcome applications from younger order members as this will be an opportunity to grow in responsibility and connection within the order and movement and to perhaps assume a higher level responsibility in due course. The successful candidate will work closely with, and under the guidance of, Nandavajra.

The role will be interesting and varied with an opportunity to take initiatives and is likely to include the following:

- Managing and developing the grant application process and project management for the FutureDharma Fund
- Administering the ECA Development Fund
- Participating in organising the International Gathering and other projects and events
- Organising ECA meetings
- Researching and developing resources for Triratna Centres and groups

- General admin duties and 'networking' within Triratna

Given the nature of the work, ideally you would offer some or all of the following:

- An ability to be involved in devising and managing initiatives and projects
- The ability to work on your own, as needed, to be self-motivated, organised, and able to prioritise effectively
- Proven ability to work cooperatively as a member of a team and an ability to work by consensus.
- Good communication skills – verbal and written – with ability to present information clearly
- In harmony with the spiritual principles of the Order and movement and a real love and enthusiasm for the Triratna Buddhist Community
- Experience of active involvement in a Triratna Urban Centre

This is a full-time post and the role will require attendance at frequent meetings of various lengths at Adhithana and elsewhere.

We offer a support package which is needs-based and guided by the Development Team ethos and budget limits, and includes a retreat allowance of up to 8 weeks a year. Details can be discussed with applicants.

Please contact Nandavajra (nandavajra@triratnadevelopment.org or 07583 107258) for an informal chat about the post or for further details 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 **1st March 2017** and applicants may be called to interview at some point in the following weeks.