



# FutureDharmaFund

## **FutureDharma Fund Director: Job specification**

### **Future Dharma Director**

*Our Future Dharma – developing Triratna and passing on what we have been given*

The post is broad in scope and will evolve as the Fund develops but the **responsibilities of the post will include:**

- Holding the vision and setting the strategic direction for the Fund and it's projects in close communication with the trustees
- Where appropriate acting as an ambassador for and promoting the Fund
- Keeping an overview of its development and ensuring that it is in line with the strategy, priorities and principles
- Managing, guiding and supporting the FutureDharma team
- Preparing agendas and reports for meetings of the trustees and team
- Coordination of application process and liaising with grant applicants
- Collating the work of the grants board and presentations and recommendations to the trustees
- Overseeing finances and budgets
- Overseeing preparation of annual reports and accounts
- Overseeing the follow up of funded projects, assessing and evaluation their implementation and development

### **Suitable candidates will**

- Be a member of the Triratna Buddhist Order.
- Be in harmony with the vision and principles of the Triratna Buddhist Order
- Ideally have experience of working within the Triratna Buddhist Community, perhaps at a Centre or a team based Right Livelihood business
- Ideally have a broad range of connections and friendships within the order and movement
- Be self-reliant and self-directing
- Have good verbal and written communication skills

### **The FutureDharma Team**

The current FutureDharma Team consists of Amalavajra (Fundraising Director), Liz Basset (Communication and Supporter Care Manager), and Utpalavajri (part-time bookkeeper) with some involvement of Nandavajra (from the ECA Development Team)

**Location**

The present FutureDharma team largely work and live at Adhithana. Arrangements for the post of Director can be explored with candidates and working at Adhithana is preferred. A successful candidate living and working largely away from Adhithana would be required to visit and work with the team on a regular basis.

**Support**

Support for the post is on a needs basis and as defined in the present Development Team ethos. The level of support will be determined through discussion with Nandavajra and in consultation with the FutureDharma Fund Trustees.

**Applying for the post**

For further information on the post please contact Nandavajra ([nandavajra@triratnadevelopment.org](mailto:nandavajra@triratnadevelopment.org) / 07583 107258). Please also visit the website: <http://futuresdharma.org/>

Please complete the attached application form and return to Nandavajra at the above email or post to 7 Beaumont Road, Newton Abbot, Devon TQ12 1BA.

There is no closing date for the post and interviews will be arranged as required but we are looking to appoint the Director in early 2017.