



Job description: Temp Programmes Assistant

In the last 3 years FutureDharma has grown to support around 40 international projects. Currently our small team consists has just 3 people actively working for FutureDharma; Nandavajra, Viryanaga and Patrick. Amalavajra is away until August 2019 supporting an Ordination Course.

We are therefore seeking some short-term assistance with managing the day-to-day grants and programmes work, while Viryanaga (Programmes and Finance Director) focuses on longer-term development activities.

This post will be up to 2 days per week (60 hours per month), although this is flexible both in terms of working patterns and total number for hours worked depending on circumstances. This role will run through to the end of August 2019, whereafter we will likely be seeking to appoint another full-time team member dedicated to fundraising.

Employment will be on a contractor basis and support will be provided at an agreed hourly rate depending on your needs. This is a remote working role, with the potential to work alongside team-members in London on occasion, although this is not essential. This person will be line-managed by Viryanaga, and will include weekly telephone contact.

Responsibilities

Your core responsibility will be programmes and grant management with some general administration to support team activities.

Programmes

- Managing our grant applications process
 - Responding to applications enquiries and requests, including record keeping
 - Processing application forms into a format ready for evaluation
 - Informing projects about the status of their applications
 - Providing written feedback on applications following grant board or trustees meetings
- Managing post-funding project evaluation process
 - Requesting annual reports and any additional information required
 - Production of summary documents for team and trustees meeting

- Promotion of grant rounds
- Supporting programmes development work being carried out Viryanaga e.g. writing copy for web pages, developing forms and templates etc.
- Working with the book-keeper to issue grant payments on successful projects
- Tracking of donations restricted to specific projects
- Supporting Viryanaga in the preparation of the programmes budgets (if time and interest permits)

General Administration

- Helping to arrange and coordinate regular team and Trustees meetings.
- Administering any changes to FutureDharma's governance documents.
- Developing briefings related to incoming legislation or policy changes.

You may be asked to do other reasonable tasks, as required.

Skills and Characteristics

Essential

- A good communicator, whether face to face, on the telephone or in writing, including a sensitivity around communications about people's projects and grant money.
- Conscientious and reliable, with an eye for detail, especially in relation to writing and proofreading.
- Confident using MS Office, Excel, and equivalents, including online file storage platforms (e.g. Gdrive/Dropbox)
- Inspired and motivated by being part of the dynamic, forward-looking team
- A Mitra training for ordination or an Order Member
- Committed to Bhante's vision of sangha and Dharma practice
- An understanding of FutureDharma's vision, structure and activities to date

Preferred

- An experienced administrator, used to working within complex system and processes
- Confident with figures and in the production of budgets
- Familiarity with recent data protection requirements, such as GDPR
- Well 'networked' in Triratna

We will provide full training for the role, however if you have further professional skills you think might also be of use, please do let us know about these in your application.