

## **JOB DESCRIPTION: Cambridge Buddhist Centre - Communications and Administration Officer**

This role is a full time position and would suit an Order Member or Mitra wanting to work in a team to make the Dharma available in Cambridge. The Centre Team aims to provide a rich context for spiritual development through the practice of Team Based Right Livelihood; including support for ordination training, and deepening collective practice.

### **CONTEXT**

The Cambridge Buddhist Centre is a large, established, urban Buddhist Centre in a vibrant, university city. The Centre runs a comprehensive range of classes, retreats and events, as well as offering bodywork and mindfulness based training. It aims to make the Dharma available to as many people as possible through our dana economy. The right candidate would work closely with the Centre Manager, and other team members and class leaders, to promote all the activities of the Centre through a range of media. They would especially be nurturing the growth of sub 35 activities at the Centre.

### **ROLE & RESPONSIBILITIES**

This role requires an enthusiastic, visually creative and well-organised individual to develop the whole range of promotional media for the Buddhist Centre. We are looking for an innovative person who would love to hone their existing skills in this area by promoting the Dharma to the population of Cambridge. Would require someone who enjoys engaging with others through the medium of social media and have an ability to adapt to communication on different platforms.

You would help the Buddhist Centre attract more people to its range of vibrant classes, using social media channels, posters, emails and our website. The job also involves maintaining our website and organising the events database.

The two key components of the job are:

#### **Communications** (approx. 70% of the time):

- Graphic design – emails, website, posters, social media
- Mailchimp emails – sending promotional emails, strategy and managing the quota
- Videos – editing and posting on website and social media
- Social media posts – monitoring paid adverts, working within budget, developing a clear strategy aligned with the priorities of the Centre

#### **Events Administration** (approx. 30% of the time)

- Liaising with event organisers to gather event details, inputting these to our database and uploading to our website
- Organising the planner of upcoming events
- Managing the room booking system, booking rooms for events
- Managing bookings – quotas, attendance lists, cancelling event

## SKILLS & QUALITIES

### Necessary Qualities & Skills

- **Confident with web-based and social media technology**
- **Skilled in graphic design**
- Enjoy meeting and **engaging with people**, both online and in-person, and have an and outgoing and friendly demeanour
- Having a general **“can-do” attitude** and able to meet tight deadlines
- **Adaptable and well organised, thorough and conscientious in following through on detail**
- Able to **identify priorities** and **dynamically manage these**
- Be **self-motivated, flexible**, and able to **take appropriate initiative**
- Ability to learn and **pick up (tech) skills quickly**
- Able to cooperate and **work in a team** with a willingness to engage in the **work** and team meetings as a **spiritual practice**
- Willing to operate to **high professional standards**
- Have **clear and confident communication skills** with team members, volunteers and all those attending the Buddhist Centre. Have **clear written and spoken English**

### Preferred Experience

- Having experience of working in the area of communications
- Having worked in team where responsibility was shared
- Having worked in a person Centred environment
- Having worked in an office environment

## FINANCIAL SUPPORT

We are able to offer a salary, but preference will be given to those wanting to be on Support for this full-time position. There may also be the opportunity to live in one of the residential communities close to the Buddhist Centre and heart of the city.

## APPLICATION PROCESS

**Closing date for applications: 1<sup>st</sup> January 2024**

We expect to interview for this post in January and would want the successful candidate to be able to commence the post as soon as possible in the New Year.

**Please send applications and any questions to [abhayamati@cambridgebuddhistCentre.com](mailto:abhayamati@cambridgebuddhistCentre.com)**