

JOB DESCRIPTION: Cambridge Buddhist (Trainee) Centre Manager

This role is a fulltime position and would suit an Order Member or committed Mitra wanting to help 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 to gain a full understanding of how to manage a busy, growing Buddhist Centre. They would work with the Council and Centre Chair to realise the vision of the Buddhist Centre.

The position would lead to you taking on the role of Centre Manager.

ROLE & RESPONSIBILITIES

This role involves carrying out and overseeing the operational side of a busy Buddhist Centre, and more broadly nurturing the development of the Cambridge Sangha.

The two key components of the job are;

Events Management (approx. 40% of the time):

- Overseeing, setting up, and ensuring smooth running of classes and events at the Centre
- Liaising with class and event leaders over practicalities
- Setting up technical equipment for events
- Ensuring events have all the supplies they need
- Working with the Centre team to promote the activities of the Centre

Team Management (approx. 60% of the time):

- Managing the work of the Centre Team and supporting their spiritual development
- Overseeing and supporting the large number of volunteers helping the Centre
- To work with the Centre Council and Chair to ensure that the vision and priorities of the Buddhist Centre are carried out
- Liaison with the Property Management team to ensure that the Centre building is maintained and improved
- Overseeing health and safety, insurance, Centre policies and other areas of administration are kept up to date

SKILLS & QUALITIES

Necessary Qualities & Skills

- Enjoy **meeting and engaging with people** of varied backgrounds; having an outgoing and friendly demeanour
- Having a general **“can-do” attitude**
- **Well organised, thorough and conscientious in following through on detail**
- Able to quickly get an overview of situations and be **able to identify priorities and dynamically manage these**
- Be **Self-motivated, flexible**, and able to **take appropriate initiative**
- Happy to **take responsibility** for the Centre and see the opportunity for spiritual growth in this activity
- **Adaptable** and able to learn and **pick up 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**
- Able to operate to **high professional standards**
- Fluent with **Microsoft Windows** and **Microsoft Office**
- Have a UK-valid **driving licence** and be happy to drive
- 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 an administrative and organisational capacity
- 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 possibility to live in one of the residential communities close to the Buddhist Centre and heart of the city.

APPLICATION PROCESS

Closing date for applications: 1st 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