

## **Administrator and IT Support at the Manchester Buddhist centre.**

*The post holder will become part of the Heart Kula (centre team plus the chairman and mitra convenors) that meet weekly to deepen our Buddhist practice and understanding of our work and roles. We are a vibrant team based right livelihood, where work is our practice. You will, therefore, be a committed, practising Buddhist within the Triratna Buddhist Community.*

*You will have an overview of, and take responsibility for, the key areas of administration within the centre team. You will also take responsibility for maintaining and improving the IT systems and offer IT support to the team.*

*The role will involve some time working on reception.*

*There are opportunities to be involved and take initiative in a number of new projects.*

*Part of your role could involve teaching meditation and introductory Buddhism if you have experience in these areas.*

***The post is a fixed term, 3-year contract for 35 hours per week.***

***Pay : £14,287 per annum (gross)***

***Annual leave of 40 days, including all bank holidays***

***Retreat allowance £1,800. Order Members also receive an additional allowance to cover their Order fees***

***Employer's contributions to 'auto-enrolment' pension scheme***

*"Optimise Health plan" – you will be a member of Simplyhealth which will give you a contribution to cover costs for dental care, opticians, physiotherapy, osteopathy, acupuncture and other health benefits.*

If you wish to apply for the post, please read the job description carefully, then tell us why you wish to apply for the post and what makes you the most suitable person. Please enclose an up to date CV and details of two referees. Email your application to [chandana@manchesterbuddhistcentre.org.uk](mailto:chandana@manchesterbuddhistcentre.org.uk). You can also just give him a call for an informal chat.

**Closing date 17<sup>th</sup> October.**

**Interviews will be held week commencing 29<sup>th</sup> October.**

## **Job description: Administrator and IT support**

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### **Key areas of responsibility**

#### Office Administration:

1. Oversee and maintain effective systems for the key administrative tasks including:
  - Enquiries, bookings, marketing and invoicing for external room bookings
  - Responding to general email enquiries
  - Design and print of Centre signs and notices
  - Creating template documents for general Office use
  - Course booking administration.
2. Respond to administrative demands across the team, as and when required.
3. Manage and oversee office support systems, including:
  - Telephone lines and voicemail system
  - Photocopier contract, maintenance and troubleshooting
  - Shredder maintenance
  - Troubleshooting problems raised by users.
4. Ensure that data quality and security are maintained and improved, across the Centre Team, identifying and providing training and support as and when required.
5. Maintain stationery supplies across the team, and the reception and teaching functions of the Centre.

#### IT support

1. Maintain and manage IT security, in line with good practice, including PC log-in, virus checks, server security and online/web browser security.
2. Manage and oversee the Centre's broadband internet connection, including Wi-Fi areas and troubleshoot connection issues when required.
3. Oversee the maintenance and provision of IT hardware in the Centre Office

#### Other areas of responsibility

1. Along with other team members and volunteers, ensure the cleanliness and safety of the Centre is maintained.
2. Ensure general housekeeping tasks are undertaken, such as laundry and ordering of cleaning materials.
3. Respond to other requirements across the team, as and when required, including reception cover, evening and weekend duties.

## Person specification: Administrator and IT support

Knowledge/ Qualities	Essential	Desirable
Experience	<p>Experience of working in a small office environment</p> <p>Experience of working in administration.</p> <p>Experience of developing and maintaining easy to use systems and processes</p> <p>Ability to support users of small office IT systems and networks.</p>	<p>Previous experience of working in administration and IT support</p> <p>Knowledge and/or experience of database systems and/or Customer Relationship Systems</p> <p>Working knowledge of web site maintenance and Wordpress</p>
Special knowledge and abilities	<p>Knowledge and confidence in Microsoft Office and commonly used web browser programmes</p> <p>Ability to research, analyse and recommend appropriate software and hardware solutions for a range of office systems and functions</p>	<p>Working knowledge of web site maintenance</p> <p>Experience in audio-visual systems</p> <p>Experience of database management and development</p>
Personal qualities	<p>Attention to detail; methodical in work</p> <p>Ability to prioritise tasks in response to wider needs of situation</p> <p>Excellent communication skills</p> <p>Desire to make work a spiritual practice</p> <p>Openness to learning about self and others through work</p> <p>Desire to contribute to team development /growth</p>	<p>Previous experience of team-based right livelihood (TBRL) approach</p>
Practising Buddhist within Triratna	<p>Mitra</p>	<p>Order member or Mitra who has asked for ordination</p> <p>Knowledge and understanding of activities at Manchester Buddhist Centre</p> <p>Experience of teaching</p>

<p><b>Team work</b></p>	<p>Ability to prioritise work and work co-operatively with others.</p> <p>Can work with tension between own and team's priorities.</p> <p>Ability to work in an open plan office.</p> <p>Ability to work some evenings and weekends when required.</p>	
<p><b>Engagement and contribution to vision of MBC</b></p>	<p>Understanding of the MBC vision and ability to work towards achieving it.</p> <p>Able to relate vision to areas of responsibility.</p>	<p>Ability to contribute skills and experience that can contribute to areas outside the specific role.</p>

**MBC vision statements**

1. The MBC is a place for human transformation through following the radical path of the Buddha. We are a Triratna Centre and part of the world-wide Triratna movement founded by Sangharakshita.
2. A widely available, clear system of dharma training, in line with Sangharakshita's presentation, supporting spiritual growth at all levels of involvement.
3. A diverse, radically engaged network of intimate spiritual friendships that reflects deepening practice of the dharma.
4. A strong, committed engagement in environmental and social initiatives, in the Centre and the local community, which brings about positive change in line with Buddhist values.
5. A vibrant culture of imaginative, creative and artistic exploration, encouraging receptivity to the mysterious, indefinable mythic dimension.
6. An effectively governed, efficient, sustainable and well-resourced charity exemplifying Buddhist principles, benefitting the people of Manchester and beyond.