

London Buddhist Centre

Role	Responsibilities	Comments.
Centre Manager	Team Management Publicity Events Bookings Secretary LBC Development Outreach General Admin	TBRL, business and individual meetings: training and mentoring Programme, Review, Web, Proof reading LBC eg finding leaders for classes courses, retreats festivals etc Council Planning Meetings/Council Co-ordinating and responding to requests to teach the Dharma.
Vajrasana Manager	Bookings, Carers Designer Secretary Ordering	Aesthetics, Publicity, Systems, Maintenance Organising Carers Drop-in/ Retreats. LBC and Breathing Space DAC Stationary and LBC supplies
Bookings/ Publicity	Bookings Admit Events Enquiries Sudana/Jambala Property	Processing, following up, admin, queries Updating database Minibus booking/drivers, eg e-mail Management Committee Managing Rental Income, corresponding with tenants.
Property and Maintenance	Maintenance Building Projects Post Health and Safety Cleaning	LBC, Vajrasana, businesses, communities, LBC car LBC, Breathing Space, 83 Roman Road, Communities Sorting, responding to post. Induction, training, record keeping Co-ordinates cleaning of Centre
TBRL Finance Manager	FFL Book-keeping. Bookshop Manager	Budgets Ordering, display, book-keeping.
Treasury	Financial Management Fundraising. Environment Property FFL Support/stipends	Budgeting, financial review, reporting to the Council, audit Breathing Space grant applications helping Sanghadasa Assisting Adam Queries from team members re support and stipends.
Finance Manager	LBC Book-keeping Carers	Invoicing for LBC, BS and Vajrasana, bank recon, entering bills, staff finance queries, year end Administration, retreats, drop-in,
Breathing Space Manager	Project Development Carers Communications. Enquiries	Networking, press, web-site Liasing with local authorities and other health organisations Liasing with the press Phone
Vajrasana		Liasing with retreats, laundry, maintenance, development, gardens