

Sample Centre Director and Centre Manager jobs descriptions

Centre Director

Function: Managing the business of a Triratna Centre on a day-to-day basis.

Responsibilities:

1. Co-ordinating the day-to-day management of the Centre
 - participating in Centre Team meetings in a spirit of TBRL
 - co-managing the Centre's administration with other team member(s)
 - ensuring there is adequate reception
 - ensuring the Centre's spaces are kept clean, tidy and ready for use
 - overseeing security and alarm systems
2. Managing the Centre's publicity and public image
 - co-ordinating production and distribution of printed publicity
 - commissioning and editing newsletters
 - overseeing and managing communications with the media
 - maintaining friendly relations with other Buddhist bodies through interfaith groups and meetings
3. Education and Teaching responsibilities
 - liaising with educational establishments to promote an understanding of Buddhism in schools and colleges
 - hosting school visits to the Centre and visiting school groups in situ
 - running the Sutton Coldfield outreach group
 - co-ordinating the Centre's main teaching night(s)
 - personally leading or teaching classes where necessary
4. Managing the Centre's programme of events
 - co-ordinating the programme of activities in conjunction with the Programme
 - Overview Meeting and the Teachers Meeting
 - liaising with, and co-ordinating the activities of, Dharma teachers and leaders of classes, retreats and events - presenting or circulating the final programme for approval by Council
 - booking retreat venues
5. Financial and administrative duties
 - ensuring financial controls agreed in Council are implemented
 - functioning as a cheque signatory
 - liaising with others to plan and co-ordinate fundraising strategies
 - ensuring regulatory compliance in the Charity's written procedures and legal documents

Centre Manager

Present areas of Responsibility and Activity (job description):

Reception and Hospitality

- Email, phone/answer phone enquiries,
- Door enquiries/answering
- Dealing with the post; taking bookings, redirecting mail, etc.
- Responding to requests that require immediate action

Bookings and Room Management

- Setting heating
- Keeping rooms tidy
- Ensuring there are flipcharts etc, for those using the room
- Taking room bookings and raising invoices
- Distributing keys and keeping a key database
- Showing people the alarm and heating systems when necessary
- Cleaning; managing/encouraging volunteers, keeping the centre tidy and welcoming, cleaning the toilets.

Centre Supplies

- Kitchen stocked for classes; tea, coffee, milk, clean towels etc.
- Buying office supplies
- Buying cleaning and toilet supplies; rolls, paper towels, bleach, cloths, mops, soap, etc

Class and Retreat Support

- Packing the car with books, mats, cushions, blankets, Buddha-rupa, cash tins, shrine equipment for outreach classes and dropping this off to the teachers.
- Liaise with teachers and support them to do their work such as proving flipcharts, particular books, other teaching implements.
- Retreats; as above, plus sending out directions to retreatants, providing shrine equipment and information for retreat leaders

Publicity

- Design/print flyers
- Coordinate volunteer team of publicity distribution
- Distribute flyers in suitable locations
- Updating and managing notice boards at the Buddhist Centre with 'internal' and 'external' events.
- Email Announcement coordination; liaise with 'announcer' or send them out, supply blurbs, ask teachers for blurbs, print out copies and put these in rooms around the Buddhist Centre.
- Website Coordination; liaise with webmaster, supply blurbs, ask teachers for blurbs, send flyers to webmaster, check search engine ratings for website. Update website with talks and text.

Financial

- Float management; ensuring correct change is in the floats for each class

- Putting money in the correct folder from classes and retreats
- Leaving floats for people to pick up for classes if necessary

Centre Team

- Input into meeting to establish best practice and develop these to create greater harmony and effectiveness

Volunteers

- Coordinating Monday afternoon volunteer slot
- Supporting those that attend – food/tea, skills, appreciation
- Managing a task list
- Ensuring clarity of instruction so that volunteers can get on with work and that others can direct volunteers in your absence