



Part-time Technician and Online Events Coordinator 8 hours per week (0.23 FTE) - Job Description

The Brixton Buddhist Community is a thriving sangha which has developed a significant online presence over the past 12 months. Although we may soon be resuming in-person classes, video content and online events will continue to be an important part of our programme.

Although our community events are mostly supported by volunteers, we do need a few employed team members to coordinate volunteers and to hold overall responsibility for specific areas of activity. To continue to maintain and develop our online activities we are currently seeking someone to join the centre team on a part-time basis.

Responsibilities of Role

This is an 8 hour per week role (0.23 FTE). The main responsibility is ensuring the recording and publishing of our online Dharma content runs smoothly, and our online events have adequate technical support. Mainly this is achieved through the coordination and training of volunteers.

- Responsible for the tech set-up, filming and editing of Monday and Wednesday night livestreams and videos on a weekly basis
- Coordinates and supports volunteers to undertake the above duties where possible
- Manages and curates the Brixton Buddhist Community YouTube channel
- Coordinates or provides technical support for online events such as courses and retreats
- Production of other video content according to needs e.g. recorded talks, meditations, fundraising videos etc.
- Working with the Chair and Events Coordinator to develop our online marketing strategy using video content

- Creating a manual or video tutorials for these activities to allow the potential hand-over of these responsibilities at the end of the contract

Work will be carried out according to time available, and not all tasks will need to be carried out every week.

Skills and Characteristics

Potential candidates should show all of the essential characteristics listed below, while stronger candidates will also have some preferred skills or characteristics.

Essential

- Be an Order Member, Mitra, or someone engaged in Dharma activities and who is moving towards becoming a Mitra in the Triratna Community.
- Passionate about, and committed to, Triratna's vision of Dharma practice.
- An understanding of the Brixton Buddhist Community's place in the wider Triratna Community.
- Willing to actively participate in the Brixton Sangha, be that attending classes, supporting courses or other activities.
- Be organised, self-motivated and conscientious with work activities.
- Be a good communicator, whether face to face, on the telephone or in writing.
- Be comfortable with significant periods working in front of a computer, particularly for video editing.
- Be an active learner, willing and capable of researching and learning new technical skills as needed.
- Able to attend our Monday and Wednesday evening classes to provide technical support or training to volunteers
- Willing to accept calls from volunteers requiring support during classes/events.
- Willing to travel within London as required by the needs of the role.

Preferred

- Personal or professional experience in media production, filming, editing, photography or creative design.
- Familiarity with YouTube Studio and Zoom.
- Interested in social media, marketing or promotional materials.
- The ability to be responsive and work flexibly.
- Able to attend a short online team meeting on Thurs or Fri.
- Has good connections with at least some of the Brixton Trustees (e.g. via study groups, class teams or existing friendships)

Team and Work Context

The hours of work offer some flexibility, however currently our classes run on Monday and Wednesday evenings at Effra Space in Brixton. You would need to be available to attend those classes as required and be available to provide phone support to volunteers who are live-streaming and recording videos at those events if necessary. Ideally, you would also be available to attend a weekly zoom team meeting on Thursday or Friday.

You will work most closely with the centre team; Viryanaga (Chair) and Lizzy (Events Coordinator). You will be managed by Viryanaga.

The Brixton Buddhist Community is overseen by a volunteer council of trustees who have overall responsibility for charity and the team. Beyond Viryanaga, the current trustees are Suddhaka, Amarapuspa, Sagarasila, Maitrinara and Amaladana.

Support

We provide support at the Living Wage Foundation's Living Wage level, which increases annually with the cost of living. Our principle is to provide a level of support which offers a simple, dignified standard of living in London, supportive of Buddhist practice.

Currently in 2021, the London Real Living Wage has been set at £10.85ph, making the annual level of support for this 8-hour per week role £4,514 gross.

In addition to the base salary, this support package would also include 9.2 days paid leave per year, a retreat allowance, home working expenses and pension contributions at 4% of your gross support.

Application and Timeline

- To apply, please complete and return an application form
- Closing date for applications **26th March 2021**
- Shortlist candidates will be invited to meet with some of the Brixton Trustees over zoom at a convenient time soon after the closing date
- Start date negotiable, but ideally early April 2021
- Initial contract 12 months, with possible extension

For further information contact: viryanaga@brixtonbuddhistmeditation.org