

London Buddhist Centre

Two full-time roles for men at Vajrasana retreat centre

We are offering places for two men to live and work full-time at Vajrasana, the London Buddhist Centre's beautiful, purpose-built facility in the Suffolk countryside. You will be part of a team who work responsively and collaboratively to support retreats and maintain the buildings and gardens. You will also be part of the overall LBC community, benefitting from its strong Dharmic vision and lively culture of kalyana mitrata.

Job description

We are recruiting for two roles, House & Shrine Keeper and Kitchen & Garden Support. In your application you can specify that you'd enjoy taking responsibility in one of these areas. **Please be aware however that the team works together** to do whatever is most pressing at a given time and you will be working right across the retreat centre.

Work areas:

- Kitchen work includes: organising recipes for retreats; grocery ordering for retreats & solitaries; cleaning of the kitchen, dining room & lounge.
- Housekeeping work includes organising retreat clear-ups and a special responsibility for making sure retreat accommodation is clean and beautifully presented.
- Shrine keeping includes tending the shrine room, ordering supplies, and looking after the shrine buildings.
- Gardening work includes cutting grass with a variety of mowers, trimming hedges (with petrol or electric tools), pruning and planting trees, maintaining flower beds and composting.

Important qualities

- **Dharmically inspired** – motivated to contribute to the aims, vision and objectives of the LBC and Vajrasana. This will include living on 'support', our basic remuneration package.
- **Reliable** – able to plan own schedule, get the work done and earn the trust of others.
- **Flexible** – prepared to work variable hours according to the rhythm of retreats and adapt to the range of activities and responsibilities that are needed to run the retreat centre.
- **Creative** – able to improve systems and workflow in your areas of responsibility; and sustain creativity and purpose in routine tasks.
- **A passion for retreats** and for helping people have potentially life-changing experiences.
- **Collaborative and community minded** – a strong desire to work cooperatively and take part in communal life, such as morning meditations.
- **Reasonable level of physical fitness.** Duties will include cleaning, lifting, and some outdoor work.

Essential skills

- **Well organised:** getting details right makes a big difference for leaders and retreatants.
- **Able to communicate effectively** with the wide range of people coming on retreat.
- **Good remote communication skills** (phone & email).
- **Basic IT skills** – producing and updating retreat information by liaising with the LBC team.

A note on support

Working at Vajrasana is an opportunity to practise simplicity, and our financial package reflects this. Living on support means having your basic living costs - rent, food and bills met plus some spending money, as well as a generous retreat allowance and some basic cover for clothing and medical care. Every support package is individually discussed and agreed. Please get in touch with us if you have questions about whether your financial needs could be met in this arrangement.