

Dhanakosa Recruitment 2023

Office Manager



The Dhanakosa Community is a Triratna Buddhist practice context for Order members and Mitra's who have asked for ordination, where community living and work as practice are an integral part of the practice vision. You will be living, practicing and working in a rural retreat centre as part of an residential team of 7 with up to 1,000 guests a year. The ideal candidate will be either a member of the Triratna Buddhist Order or actively engaged in training for Ordination.

The position is fully financially supported, and open to people of all gender identities.

Role Description

This role manages the Dhanakosa office, with a busy reception desk open 5 days a week managing bookings and enquiries by web, email and phone, and:

- Managing the bookings database and website
- Supporting and working with the communication, social media and fundraising lead
- Supporting and working with the book-keeper
- Working with the management group (currently Subhanaya and Nayaka)

You will lead the Office team of 2.5 people (book-keeper, reception and communication roles) offering line management and support, manage the office staff rota and work on the reception desk yourself.

You will work to the management group, who will provide line management and supervision. Dependent on progress we look forward to the ideal candidate joining the management group in due course. You will also contribute to the general work of the wider Dhanakosa support team.

Dhanakosa offers a practice context for the Order and a training context for people seeking ordination. Ordination training is supported and prioritised including retreats, kalyanamitra and other opportunities. For Order Members there is the opportunity to develop retreat leading/teaching skills.

General responsibilities of the Dhanakosa support team. The support team is responsible for the administrative and practical support to facilitate the smooth running of retreats. All members of the support team need to be able to:

- work co-operatively with each other
- assist with the general working of the centre as required:
 - weekly cleaning at retreat changeover
 - cooking cover as required
 - general maintenance as required e.g. lawn mowing, managing water supply
 - support agreed projects
- respond to a wide range of out of hours emergencies
- maintain appropriate communication with retreat teams and guests
- support the spiritual aspirations of the Dhanakosa Trust to maintain the support team and community as an effective Triratna practice context

Person Specification

Role specific specifications: The following skills and attributes are considered essential to the work area:

- Personable, friendly and responsive when dealing with retreatants, retreat teams, volunteers and co-workers
- Computer literacy – primarily Word, Excel and Outlook
- Keen eye for detail and high level of accuracy, with a commitment to quality
- Ability to prioritise, manage multiple tasks simultaneously and meet deadlines
- Experience managing people and systems
- High standards of numeracy, written communication, grammar and spelling

Desirable skills and attributes are:

- Administration and office experience
- Book-keeping or financial management
- Database management
- Confident user of a wide range of social media including Facebook, Instagram and YouTube

General specifications: All team members can expect to be asked to assist with general maintenance, cleaning and housekeeping tasks, driving the vehicles and cooking on a regular basis. All team members need to:

- be flexible and willing team workers able to take initiative
- be interested in communication
- be capable of sustaining moderate physical tasks
- have some experience of the Triratna Buddhist Community and a serious desire to engage with community living and right livelihood
- be able to show a clear commitment to the Triratna Buddhist Community ideally at the level of being part of, or having asked to join, the Order
- be in possession of a current UK driving licence
- have a reasonable degree of emotional maturity and robustness, and psychological self-knowledge

If you would like to talk to someone about this opportunity contact Subhanaya or Nayaka on 01877 384 213 or at info@dhanakosa.com. For more information please read the Further Information sheet.

To apply, please return our application form (available to download from www.dhanakosa.com/working-dhanakosa or by request from the email address above) and a CV.

Apply either by e-mail to info@dhanakosa.com, or by post to Subhanaya/Nayaka, Dhanakosa, Balquhidder, Lochearnhead, FK19 8PQ.

Closing date for applications is 7th April 2023.