

Dhanakosa Recruitment 2021

Office Team: Social Media and Communications 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 a residential team of 7 with, under normal circumstances, over 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 and will work primarily as part of our office team, with responsibility for social media, communications, and relationship management with our contacts.

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

Specifications

General specifications: Although the principal work area is the office, all team members can expect to be asked to assist with cleaning and housekeeping tasks, shopping trips and cooking on a regular basis. All team members need to:

- be flexible and willing team workers able to take initiative
- be able to take responsibility for an area of work
- be interested in communication
- be capable of sustaining light physical tasks
- have some significant 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

Role specific specifications: the current vacancy is for the office team. The following skills and attributes are considered essential to the work area:

- Good written and verbal communication skills
- Personable and responsive when dealing with members of the public and co-workers
- An organised and thorough approach to administration
- A reasonable level of computer literacy and IT skills

The Social Media and Communication Manager aspect of the role requires:

- Some experience of, or interest in the development of on-line media for communications and relationship building
- Some experience of, or interest in fundraising

However, if your experience or skills are of a more general administrative / office management nature, accounts/book-keeping, or other IT, please do not be deterred from applying. In the end, personal qualities and experience of Triratna may be considered more important than employment history. Particularly if you are applying as a member of the Order and believe you have personal qualities to offer.

If you would like to talk to someone about this opportunity contact Nayaka on 01877 384 213 or at nayaka@dhanakosa.org. Copies of our organisation ethos statement, statement of occupational requirements and support package are available on request.

To apply, please return our application form (available to download from www.dhanakosa.com or by request from Nayaka via the contact details above), a CV, and a covering letter giving us some background as to your interest in joining the team and a short summary of any relevant experience of work, community living and the Triratna Buddhist Community.

Apply either by e-mail to nayaka@dhanakosa.org, or by post to Nayaka, Dhanakosa, Balquhidder, Lochearnhead. FK19 8PQ

Closing date for applications is 2nd May 2021.