

## **Programme Manager**

This information is designed to help you in applying for the post. Working in team based right livelihood is different to other recruitment processes because we feel it's important to welcome new members to the team who appreciate and are able to work within the Centre's values.

The following information will help you to understand who we are and encourage you to demonstrate how your skills, experience and achievements will be a real 'plus' to Manchester Buddhist Centre (MBC).

*The role involves planning, managing and evaluating the delivery of a range of courses and events for newcomers and our Sangha delivered by MBC.*

*The foundation of this role is a real interest for overseeing a diverse and changing programme of activities. All our courses and events work towards inspiring and deepening an understanding and practice of the Dharma, within the context of Triratna Buddhist community, with Sangharakshita as our teacher, and our vision and values as a Triratna centre.*

*The post holder will become part of the Heart Kula (Centre team plus the Chair and Mitra Convenors). We meet weekly to deepen our Buddhist practice and understanding of our work and roles. As a team, we are in a process of transition and change, following the pandemic, creating new ways of working alongside our Sangha and each other as challenges and opportunities arise. We are a team-based right livelihood, committed to deepening our spiritual friendships with each other and working together in a collective context are major parts of our practice.*

*The role will also involve some time working on various, day to day team tasks. Part of your role could involve teaching meditation or the Dharma, once you have been approved to do so.*

*For the right candidate there may also be an opportunity for managerial responsibility.*

*The post is for **28 hours** (4 days) per week. This post initially carries a **fixed term contract until Dec 2023**, with a possibility of extension. The rate of pay is **£8.91 per hour**, subject to changes in National Living Wage legislation. In addition, a retreat allowance of **£1,540** is made available each calendar year. Annual leave is **32 days**, including all public holidays. The Centre also operates a NEST pension scheme with a contribution to the pension being jointly made between ourselves and the post holder. There are also, at the time of writing, spaces available in both women's and men's communities.*

**The closing date is Mon 15 Nov; interviews will be held over Zoom the week beginning 22 Nov.**

If you are interested in the post, please carefully read the detailed job description and person specification attached here. If you then decide to apply, please email [aryaraksita@manchesterbuddhistcentre.org.uk](mailto:aryaraksita@manchesterbuddhistcentre.org.uk) with a letter explaining why you wish to apply for the post, your current CV and details of two referees.

### **Our Vision Statement**

- 1. The MBC is a place for human transformation through following the radical path of the Buddha. We are a Triratna Centre and part of the world-wide Triratna movement founded by Sangharakshita.***
- 2. A widely available, clear system of Dharma training, in line with Sangharakshita's presentation, supporting spiritual growth at all levels of involvement.***
- 3. A diverse, radically engaged network of intimate spiritual friendships that reflects our deepening practice of the Dharma.***
- 4. A strong, committed engagement in environmental and social initiatives in the Centre and the local community, which brings about positive change in line with Buddhist values.***

***5. A vibrant culture of imaginative, creative and artistic exploration, encouraging receptivity to the mysterious, indefinable mythic dimension.***

***6. An effectively governed, efficient, sustainable and well-resourced charity exemplifying Buddhist principles, benefitting the people of Manchester and beyond.***

## **Job description**

### **Programme Manager**

#### **Job description & person specification**

1. Engaging closely with the Chair to develop and contribute to the vision and development of the Centre, its focus and future.
2. Working alongside the Chair, Mitra Convenors and Communications Manager to develop, plan, implement and review the programme of courses and events for the Centre.
3. Developing and maintaining excellent relationships with all volunteers, including teachers, event supporters and organisers.
4. Ensuring efficient procedures and systems are in place, and are appropriate, to manage the effective delivery of a range of courses and events.
5. Communicating across the team, and with volunteers, to ensure the programme of events and courses is effectively promoted.
6. Annually reviewing events, their projected income and costs for effective programme implementation and management.
7. Liaising with event and course leaders to ensure details of content, delivery and publicity are communicated effectively publicly and fit within the vision of the Centre.
8. Resolving issues and problems with the programme as they arise, involving others as and when necessary.
9. Maintaining and developing existing systems for bookings for events and courses.
10. Monitoring progress and feedback of events and reporting this in regular meetings with key members of the team.

11. Maintain and build on effective relationships and communications for programme delivery both within and external to the Centre.

## **Person specification**

### **Essential:**

1. A member of the Triratna Buddhist Order, or a mitra in training for ordination
2. Understanding of the MBC vision and ability to help achieve it
3. Ability to relate the vision to specific areas of responsibility
4. Desire to make work a spiritual practice
5. Openness to learning about self and others through work
6. Desire to contribute to team development and growth, and ability to work effectively with other team members
7. Confidence to be the primary person responsible for effective programme implementation on behalf of the Chair and the trustees
8. Excellent written and verbal communication skills
9. Good organisational skills and ability to prioritise in response to wider needs of situation
10. Ability to work with the tension between the priorities of the role and the team
11. Attention to detail
12. An understanding of the range of available systems and procedures available and their appropriate use for effective management of a busy and varied programme
13. A regular and confident user of information technology

### **Highly desirable:**

14. Experience of working in a programme or event implementation / managing role
15. Experience of developing, maintaining or familiarity with Custom Relationship systems, particularly Salesforce.
16. Good experience of a range of software packages including Word, Excel, Gmail, as well as project management software

17. Ability to work some evenings and weekends when required