



Spiritual Director: Lama Zopa Rinpoche **Patron:** David Lascelles, 8th Earl of Harwood

Volunteer Role: House Manager

Starting ASAP

Jamyang Buddhist Centre Leeds (UK), is looking for a House Manager to look after the day-to-day running of its new building. After renting a small space in the city centre for 8 years, we have recently bought our own building, a massive office/warehouse space south of the city centre.

We are creating a Buddhist community centre to include a café, shop, library, secular spaces, gomba, meeting rooms and warehouse spaces to rent to local groups. We are expanding all operations and a House Manager is needed to run the reception volunteers, general admin, and basic maintenance of the building. Full training will be given.

Qualifications required for this position

- Respect for Lama Zopa Rinpoche, and familiarity with and respect for the FPMT organisation
- Previous experience with managing people
- Ability to work with computers and common software such as Word
- Good management and interpersonal skills
- Good written and oral communication skills in the English language
- Ability to work harmoniously with others in a constantly changing environment; good hospitality skills
- Legally able to volunteer in the UK

Benefits

- Free accommodation (including all bills paid and food) at a house near the centre if needed
- Free access to all our events and retreats

Clyde Works, Ingram Road, Leeds, LS11 9RQ Tel: 0113 345 2626 or 07866 760 460
Email: smile@jamyangleeds.co.uk Website: www.jamyangleeds.co.uk

Jamyang Buddhist Centre Leeds is registered in England as a company limited by guarantee (5403805) and registered charity (1109242)

How to apply

Please submit the following no later than September 30, 2019 the Director Kerry Prest director@jamyangleeds.co.uk.

1. A one-page cover letter explaining why you are right for this role and this role is right for you.
2. A detailed Dharma resume and a professional resume (can be combined).
3. Two references, including full name, phone number, email address, and mailing address, including:
 - a. Spiritual reference (from an FPMT centre or teacher)
 - b. Professional reference (former or current employer)

Thank you for considering this role!

Please visit our web site www.jamyangleeds.co.uk/volunteer