



JAMYANG
BUDDHIST CENTRE LEEDS

Founder: Lama Thubten Yeshe
Founder & Spiritual Director: Lama Zopa Rinpoche
Patron: David Lascelles, 8th Earl of Harwood

Paid 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, gompa, 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 live and work in the UK

Salary

- 21 hours a week at the new national living wage
- £9,522 annual salary, £794 p/m

Clyde Works, Ingram Road, Leeds, LS11 9RQ Tel: 0113 345 2626
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)
Affiliated to the Foundation for the Preservation of the Mahayana Tradition (www.fpmt.org)



How to apply

Please submit the following no later than March 22nd, 2020 to 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 professional resume
3. Details of two references: including full name, phone number, email address, and mailing address.

Thank you for considering this role!

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