

JOB DESCRIPTION

Position: Assistant Spiritual Care Coordinator – the Care Centre
Hours: Fulltime, 5 days a week
Terms: Waged; Details on application
Line Manager: Care Coordinator

The Assistant Spiritual Care Coordinator is a member of the Care Team and reports directly to the Care Coordinator. This is a key role, working closely with the Care Coordinator, having responsibility for daily oversight of the range of activities and environment of the Care Centre.

The Spiritual Care team offer welcome and hospitality to all guests in the Care Centre as well as planned Care Breaks for guests who are;

- facing long-term or life-limiting illness
- grieving the loss of a loved one
- living with a disability
- needing a break from being a carer
- experiencing difficulties in relationships
- experiencing stress or burn-out.

Responsibilities:

1. Daily office administration
 - a. maintain records and up-to-date information
 - b. work closely with the Dzogchen Beara administration office, to track guest and group bookings etc.
2. Hospitality; meet and greet guests and visitors and ensure a clean and a welcoming environment at all times.
 - a. work closely with the cleaning and maintenance teams to ensure high standards.
3. Deputise for the Care Coordinator, holding primary responsibility for activities during the coordinator's absence.
4. Oversight (with the Care Coordinator) of support and hospitality for visiting care groups.
5. Oversight (with the Care Coordinator) of event management for Spiritual Care retreats and seminars in the Care Centre.
6. Participate in team reviews and development meetings.
7. Participate in a seven-day rota, including regular weekend and bank holiday working.

Essential Requirements

- Good English
- Good administration skills, Microsoft Office.
- Team worker
- Good communicator
- Ability to work with a cool head under pressure.

Not Essential but Desirable

- Spiritual Care Experience
- Rigpa Instructor