

Position: Practice Coordinator at Dzogchen Beara

Hours: Full-time residential

Terms: Practising Sangha with monthly allowance

Reporting to: Practice Vision Holder

The **Practice Coordinator** is responsible for holding all aspects of practice at Dzogchen Beara authentically and appropriately, working closely with the **Practice Vision Holder** (Susan Browne), the **Sangha Resources Coordinator** (Anne Sheehan) and the **Retreat Manager** (Ann Alford).

Rigpa Practice Programme

- Plans and coordinates daily sadhana practice and tsok - overseeing rotas, for umzes, chopons
- Coordinates practice teams for anniversaries, wheel days, drupchos etc.
- Supports the development of regular ngöndro and meditation practice for the sangha.

As the Temple at Dzogchen Beara progresses will work with a team to vision and support the equipping of the shrine and practice areas in the temple and daily practices in the temple.

Other Areas of Responsibility

Coordinates the rota for daily meditation and loving kindness practices offered to the public.

Training

- Coordinates trainings for the practice area, such as chopon and umze, to ensure that Dzogchen Beara is up-to-date.

Shrines

- Responsible for the upkeep of shrines;
- Coordinates maintenance and care of the shrines; shrine supplies and tsok offerings; images and ritual objects;
- Supports the Retreat Manager with the set-up of shrines for closed retreats.

Practice Playlists/CDs

- Ensures up-to-date playlists are available.

Visiting Lamas

- Tsok offerings, set-up of their personal shrines and practice
- Coordinates a team to set up the shrine room and to lead prayers and practice during retreats.

Prayer Flags

- Monitors the condition of flags, coordinates their purchase and liaises with the Site Team to oversee hanging.

Prayer Requests

- Coordinates prayer requests.

Required experience and skills

- Experienced Vajrayana practitioner committed to Rigpa's vision
- Good communication skills, both verbal and written English
- Good coordination skills and the ability to work well with others.

Conditions

- A typical working day is 6 hours and a working week is 5 days, made up of a combination of paid and volunteer hours.
- Accommodation in a single room, full catering, health insurance, contributions towards pension, holiday and retreat time are all provided for.
- This position includes a monthly allowance.
- Aware of, signs and abides by the Rigpa Code of Conduct
- You are asked to make an initial commitment of 6 months to a year, with a 2 month trial period.

Applications to Malcolm MacClancy: centredirector@dzogchenbeara.org