**Job Description**

**Position**: **Retreat Attendant and Household Manager, Dzogchen Beara**

**Hours**: Five hours a day, five days a week

**Terms**: Practising sangha

**Line Manager**: Retreat Manager

*Retreat Attendant and Household Manager –*

*A wonderful opportunity to join the Practicing Sangha at Dzogchen Beara*

*and be in the heart of the practice*

The Retreat Attendant and Household Manager is required to work five hours a day, five days a week, and can join the daily practice at their level. During working hours the role of Retreat Attendant will be your priority, with flexibility to support the practice team for up to an hour a day when time allows.

The Retreat Attendant and Household Manager works closely with the Retreat Manager to look after (see below) the long-term retreatants, people doing shorter personal retreats, and practising sangha and guests, in Longchen and in Centre House.

The Retreat Attendant is responsible for the daily needs of retreatants, including:

* liaising with them before arrival
* cleaning and preparing their rooms and helping to set up a personal shrine if required
* welcoming retreatants and showing them around
* looking after their catering and laundry
* supplying and disposing of their tsok offerings
* taking care of other practical needs of retreatants, to support their retreat

The Retreat Attendant and Household Manager oversees maintaining an environment that is conducive to practice in both retreat houses. They are responsible for routine cleaning, and overseeing maintenance, repairs and security for both buildings, in liasion with the cleaning and site teams.

**You are asked to make an initial commitment *of one year,* with a 6-week trial period.**

**Required experience & skills**

* Stable practitioner with enthusiasm for practice, and a wish to support others to practice
* Minimum level of practice : Ngöndro student with, ideally, some experience in Sadhana practice and personal retreat.
* Good communication skills, an understanding of the importance of team work and the ability to work well with others, to co-ordinate and to communicate with different departments
* Your accommodation will be in a shared living space with other sangha members, and so will need a level of commitment to living in community and supporting each other as sangha friends.
* Physically able to carry supplies some distance to and from the retreat area (there are quite a lot of stairs)

*Also*

* A current driving licence is required
* Administration and computer skills would be a plus