



DZOGCHEN BEARA

BUDDHIST MEDITATION CENTRE

Retreat Attendant and Household Manager –

A wonderful opportunity for a Rigpa Sangha member to join the retreat-team at the spiritual heart of Dzogchen Beara, looking after people in personal, group and long-term retreats.

JOB DESCRIPTION

Position:	Retreat Attendant and Household Manager
Hours:	Five hours a day, five days a week
Terms:	Practising sangha
Reporting to:	Retreat Manager

The Retreat Attendant and Household Manager works closely with the Retreat Manager to look after long-term retreatants, people doing shorter personal retreats, and practising sangha and guests, in both Longchen (Dzogchen Beara's long-term retreat house) and in Centre House.

Core Responsibilities of Retreat Attendant and Household Manager:

- Oversees maintaining an environment that is conducive to practice and retreat in both retreat houses – Longchen and Centre House.
- Responsible for the daily needs of retreatants, including:
 - liaising with them before arrival
 - cleaning and preparing their retreat rooms and helping to set up a personal shrine if required
 - welcoming retreatants and showing them around
 - looking after retreatants catering and laundry
 - supplying and disposing of tsok offerings
 - taking care of other practical needs of retreatants, to support their retreat
- Responsible for routine cleaning, and overseeing maintenance, repairs and security for both buildings, in liaison with the cleaning and site teams.

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.



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Competencies and Skills

- Must be an experienced Vajrayana practitioner, and ideally a member of the Rigpa Sangha
- Minimum level of practice : Ngöndro student with, ideally, some experience in Sadhana practice and personal retreat.
- Stable practitioner with enthusiasm for practice, and a wish to support others to practice
- Good written and verbal 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
- Physically able to carry supplies some distance to and from the retreat area (there are quite a lot of stairs)
- A current driving licence is required
- Administration and computer skills would be a plus

Conditions

- A typical working day is five hours a day, five days a week
- The position includes accommodation in a single room, full catering, health insurance, pension contributions, holidays and retreat time.
- 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. This position includes a small monthly allowance
- The applicant must be aware of, and sign, the Rigpa Code of Conduct.

Should your application be successful you are asked to make an initial commitment *of one year*, with a 6-week trial period.