



DZOGCHEN BEARA

BUDDHIST MEDITATION CENTRE

RESIDENT VOLUNTEER, SPIRITUAL CARE CENTRE (SCC) – 1 of 2

- Residential position with room in Spiritual Care Centre staff apartment and full board and monthly spending money.
- Reports to Spiritual Care Hospitality Coordinator as line manager.
- 30 hour week with flexible working (split shifts, evenings, weekends etc.)
- Time off in Lieu when extra hours are required

Main Duties

- Works as a member of a team, to ensure a high standard of care is offered to all guests.
- Offers hospitality, table fellowship and accompaniment and meets informally with guests
- Shares welcome and orientation cover for all guests
- Participates in housekeeping duties including monitoring cleanliness, hygiene, food supplies etc. and assists with catering, laundry, cleaning and other housekeeping duties as required
- Shares responsibility for event management of Spiritual Care public and training events
- Supports with venue hire bookings as required
- Shares responsibility for night cover in the Spiritual Care Centre
- Participates in team reviews and development meetings
- Liaises with the Accommodation Manager and the Administration team

Requirements

- Warm, welcoming, empathic personality
- Microsoft Office familiarity
- Good English
- Ability to work on own initiative
- Ability to be sensitive to guest needs and good sense of working with boundaries
- Good team worker
- Good communication skills
- Ability to work with a cool head under pressure

Familiarity with Spiritual Care and Buddhism (in particular with The Tibetan Book of Living and Dying) or a background in a caring profession are desirable but not essential.