



Centre Manager

Tara Institute is a Tibetan Buddhist Centre based in Brighton, Melbourne, Australia. It is an affiliated centre of the FPMT. The main function of Tara Institute is to provide Buddhist teachings and to offer charitable service to the greater community and to promote the attitude of loving kindness. We are seeking an experienced Centre Manager to provide support to the Director and various Committees that oversee the running of Tara Institute. This is a part-time role so "Job Share" can also be considered. If interested, please read the full Advertisement and Position Description and apply by submitting your resume and a cover letter explaining your interest to work at Tara Institute.

What you will do

Reporting to the Director, you will coordinate activity required by the Spiritual Program Co-ordinator, Building Manager, Bookkeeper and various committees that help achieve the Tara Institute 20 year vision. The role also requires close work with Volunteers and Residents to support the smooth running of programs and activities.

It will be critical to demonstrate capability and experience in the following areas of Key Accountabilities:-

- Communication with various stakeholders via various methods
- Administration of various office activities including banking
- Computer, Technology and Database management
- Banking
- Event & Program co-ordination to support spiritual programs and volunteers

What you will need

- Understanding of and commitment to the values and ideals of Tara Institute and the FPMT
- Experience in management or administration, preferably in a non-profit, spiritual, or community organization
- Strong interpersonal and communication skills, with the ability to work with a diverse group of people, excellent written communication skills, including good awareness of grammar and punctuation and proofreading experience
- Proficiency in computer applications (especially Google workspace, Word, Excel, Publisher, Gmail, Mailchimp, Wix, ATO Business, Portal, online banking)
- High level of attention to detail
- Highly developed organisational and time management skills, ability to be proactive, work flexibly and demonstrate initiative, handling a variety of projects concurrently with minimal supervision, working independently and as part of a team

What is in it for you

- A competitive salary commensurate with experience
- The opportunity to work closely with like-minded spiritual people
- "Free Membership" to Tara Institute programs and activities

To apply please submit your resume and a cover letter explaining your interest to work at Tara Institute and with FPMT to director@tarainstitute.org.au. Please direct all inquiries to the same address.

Please note - shortlisted candidates will also be required to undergo background checks (Police Checks and Working With Children) as part of the recruitment process. All candidates are required to hold relevant working rights in Australia. All applications are treated in confidence.