



Centre Manager : Land of Joy

In its short ten years since inception, Land of Joy has established itself as an FPMT centre for solitary and group retreat in Europe, offering numerous completion practices to support personal retreat, as well as providing a range of spiritual and secular retreats for the wider community.

We are now seeking a flexible and resourceful Manager. It will be a person with a good heart, with collaborative leadership skills; and respect for and familiarity with the FPMT organization.

Working closely with the Management Committee and other key team members, the Manager will guide Land of Joy through its next stage of development. The key duties for the Centre Manager include the following:

General Oversight of Land of Joy

- Ensuring everyone in Land of Joy has a common goal based on compassion and putting the centre at the core of the decision process
- Cultivating harmony in the centre between volunteers so that the centre is an enjoyable and supportive place to work
- Ensure a good communication flow between all relevant parties including between board members and volunteers at the centre
- Ensuring the centre is run efficiently and ethically with the best uses of resources, both material and human

Team management

- Ensure the daily functioning of the centre with volunteers according to week/month planning (i.e. retreat vs off-time)
- Establishing a weekly Team Rota
- Organising team meetings (daily and weekly)
- Recruitment of general volunteers in collaboration with the Management Committee
- Induction & training of new general volunteers in the functioning of the centre (incl. various policies)
- Ensuring all volunteers are aware of their roles and responsibilities and how they are expected to function within a team
- Ensure that Health & Safety procedure are respected by all

Manage the organisation of retreats in collaboration with other volunteers

- Ensuring the centre is ready for the arrival of retreatants regarding housekeeping, kitchen management, gampa set up and dharma material
- Ensure the retreat huts are ready for new arrivals (as well as specific requirements for personal retreats)
- Welcoming retreatants (group and individual) and visitors
- Welcome speech at the start of a retreat and thank you speech at end of a group retreat
- Ensuring general safety of retreatants



- Ensuring the Gompa and Dharma library are well cared for.

General estate management excluding woodland

- Internal and external maintenance oversight including updating the maintenance list and identifying & managing contractors as needed
- General purchases for the centre: Tools, supplies, household items, cleaning material
- Coordinating building development and other projects
- Oversee management of the Land of Joy vehicle as per LoJ car policy

The position is live-in and food and basic necessities are provided by Land of Joy. This is a volunteer position.

The successful candidate will:

- Have good organizational, problem solving and team management skills
- Be computer literate, with competence in maintaining relevant documentation, database, and other legal records
- Have a strong commitment to, or at least sincere respect for, Lama Zopa Rinpoche, familiarity with Buddhism, the FPMT International organisation and an awareness of the spiritual purpose of Land of Joy.
- Prior experience of offering service, ideally within the FPMT organisation, or have worked within a non-profit business.
- Have experience in managing teams with humour, patience and kindness.

Land of Joy will consider a job sharing arrangement for the right candidate.

How to apply:

Please send an application email and CV to volunteering@landofjoy.co.uk copying director@landofjoy.co.uk and Chair@landofjoy.co.uk.

[Land of Joy](#)

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