

## Job Description for the Spiritual Programme Coordinator (SPC)

Atisha Centre is a peaceful retreat centre and hub of Buddhist education, nestled in the quiet native bushland of central Victoria, near Bendigo. Founded in 1981, the Centre provides a serene and welcoming setting for all who seek time out from busy lives or wish to learn about and practise Buddhism.

Situated in close proximity to the Centre is the Great Stupa of Universal Compassion, among the most significant Buddhist temples and pilgrimage destinations in the world, and the Thubten Shedrup Ling Monastery, where monks devote themselves to study, meditation and spiritual transformation. Several nuns currently live onsite in Machig Labdron Nunnery on the opposite side of the Great Stupa.

The Centre is 10 minutes to Eaglehawk and Maiden Gully, and 20 minutes to Bendigo.



We are actively looking for a volunteer SPC to help plan, coordinate and supervise our spiritual programme and retreats, in alignment with FPMT policy and guidelines.

Accommodation is in a self-contained unit onsite.





**The SPC is primarily responsible for:**

- Planning the spiritual programme and its budget in consultation with the Centre Director and SPC advisory committee
- Ensuring the spiritual programme reflects the unique FPMT lineage, as presented in FPMT education programmes and the FPMT Five Pillars of Service
- Setting up and coordinating a Spiritual Programme team to support you in this role
- Managing the implementation of the programme.

**Spiritual Requirements:**

- You have a commitment to Buddhist practice, with a commitment to FPMT's vision
- You have familiarity with the FPMT tradition of study, practice, service and ethical conduct
- You preferably have attended either a one-month Kopan course, or a one-month retreat with Lama Zopa Rinpoche, or have had a commitment to an FPMT centre, study group, or project
- You have attended an FPMT Foundation Service Seminar or will commit to do so when one becomes available.

**Required Skills and Attributes:**

- Ability to liaise and work with a range of different people and a commitment to apply Buddhist practice to your interactions with others in a variety of situations
- Good organisational skills and an ability to work to deadlines
- Ability to lead and coordinate a team of volunteers to support you in your role
- Flexible, with a 'can do' attitude, and the capacity to embrace change and adapt where necessary
- Good computer skills and some understanding of using social media to connect with people and ability and willingness to learn related new skills in this area.

**Time Commitment:**

This is a part-time voluntary position. The number of hours required for this role is approximately 20 hours per week. You can work from home (on site) or at the Centre, on a flexible schedule to allow for variations in workload during teaching events. Job sharing with another person is possible for this role.



### **Leave:**

The SPC is entitled to 4 weeks leave away from the role every 12 months. This does not include time the SPC might need to be away from the Centre to attend national meetings, for example, or on other Centre business.

### **Support:**

This is currently a volunteer position with a stipend of \$200/week. You are encouraged to attend Centre courses and teaching events as part of your ongoing spiritual development (the cost is covered by the Centre). The position also includes onsite self-contained accommodation.

### **Appointment and Reporting Lines:**

The SPC is co-appointed by the Centre Services Director at FPMT International Office and the Atisha Centre Board. The SPC reports directly to the Centre Director and can choose to be a member of the Centre's Board.

Appointment is for a period of 2 years and is renewable at the discretion of the SPC, Centre Director and FPMT Centre Services Director.

### **How to Apply:**

Please send a one-page letter explaining why you believe you are suitable for this role to Atisha Centre Director Nick Redmond at [director@atishacentre.org.au](mailto:director@atishacentre.org.au)

Please include in your application:

1. A detailed resumé that covers previous Dharma and professional experience
2. The names of two referees (with email addresses and phone numbers), preferably one spiritual and one professional.