

GAIA HOUSE
INSIGHT MEDITATION IN THE BUDDHIST TRADITION

Staff Job Description

Position Title:	Online Event Coordinator
Salary:	£23k - £24,5 Pro rata
Hours:	30hrs per week, worked flexibly to support the Online Event Offerings some of these hours will be at weekends and in the evenings. Fixed days will need to include Monday and Friday
Status:	1-year contract (with a view to becoming a permanent role)
Location:	Ideally locally to Gaia House with remote working offered flexibly based on the needs of the programme. Internet access and a suitable quiet working environment would be required for remote working.
Reports to:	Programme Manager

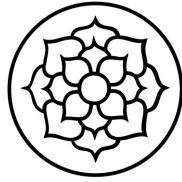
Purpose of Role

This is a vital role to support, coordinate and lead the arrangement of the Online Event Offerings for Gaia House. They will be ensuring the smooth running and professional delivery for teachers and retreatants, offering tech support for sessions as well as speaking confidently to large groups online as a representative of Gaia House and the practice of insight meditation. This role requires a flexible working approach as there will be some evening and weekend work in response to needs of the Online Programme. In addition, this role will support the Programme Manager in the development of Gaia House's overall programme of activities.

General Areas of Work and Responsibility

Online Programme Coordination

- To work with the Programme Manager to develop a programme of online events at Gaia House.
- To be responsible for offering and arranging tech session support for the online programme
- To develop a community of volunteers to support and build resilience for the online programme.
- Collaborate with the Online Events team to coordinate the Gaia House Online offerings.
- Attending Programme Committee meetings to be involved in the programme development.



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- Liaise with Teachers to collect and finalise information for their events; including session support, web page creation, noticeboard requirements and scheduling of timetable and zoom sessions.
- Supervising and coordinating volunteer relationships and work.
- Monitoring and responding to retreatant enquiries relating to Online Events including liaison with admin teams.
- Managing the processing of recorded Dharma offerings and uploading to online noticeboards within a reasonable timeframe and in relation to the event.
- Monitoring of specific requirements, min or max numbers, entry requirements and wait lists.
- Coordination of feedback from online events from teachers
- Liaison with Teachers around donations (Dana) and payment arrangements and Dana talk
- Adaptation of events where circumstances change.

Programme Development

- To support the Programme Manager in arranging details of Gaia House's wider programme.

Working in support of others

- Flexible approach to supporting other roles as required.

Health & Safety

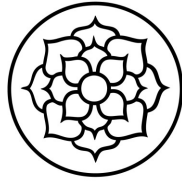
- Responsibility for the General Health & Safety relating to this position and in relation to the Gaia House Health & Safety Guidelines
- Complete and review any relevant risk assessments to this activity.

General Duties

- To work as a member of the staff team and report to the Finance Manager
- To have an awareness of the latest GDPR requirements relevant to the role
- To exercise commitment to diversity
- To have a flexible and willing approach to supporting all the work involved in offering of retreats whether at Gaia House or online
- To attend any service community gatherings as is necessary and be involved with the development of the community.
- An invitation to take part in meditation practice within the working week alongside other members of the service community.
- The post holder may be required to carry out other duties at a similar level of responsibility and pay from time to time.

As Gaia House emerges from the effects of pandemic all new roles will be subject to ongoing reviews and evaluations. The post holder should be aware that the job description may be reviewed or updated as a result. This will be done within the Supervision and Appraisal structure in place at Gaia House.

Gaia House is an equal opportunities employer.



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Person Specification

<i>Skills, Knowledge and Abilities</i>	<i>Essential</i>	<i>Desirable</i>
High level of organisation skills	Yes	
Excellent interpersonal skills in a range of situations, in particular sensitive negotiation skills.	Yes	
Experience and confidence in coordinating, and developing relationships with volunteers		Yes
Communication skills incl. negotiation, presentation in both oral and written forms. In particular this role will need to speak confidently to large groups in an online (e.g. Zoom) environment.	Yes	
Flexible attitude and approach to work, working on site or at home as well as evening and weekend working	Yes	
Adaptable to changing priorities		Yes
Self-motivating & self-managing	Yes	
Attention to detail and accuracy	Yes	
IT Knowledge Confident working knowledge with Online Platforms (zoom) including offering tech supporting during meetings Website – content management experience Good working knowledge of Word/ Excel/Outlook Knowledge of MS Access databases	Yes Yes Yes	Yes
Awareness of confidential issues and how to handle them sensitively	Yes	
Ability to work under pressure and with a level of autonomy	Yes	
Experience of team working	Yes	
Awareness of diversity issues		Yes
Understanding of Gaia House culture	Yes	
Experience of participation in silent meditation retreat in a Buddhist tradition		Yes
Commitment to a regular meditation practice in a Buddhist tradition		Yes