



# Live and work at Dhanakosa

Retreat Centre Worker – Office Team

Closing date for applications is December 7<sup>th</sup> 2018

## 1. Personal details

Name:
Address:
Post code:

Home phone:
Work / mobile:
e-mail:

## 2. Level of involvement with Triratna.

**Please indicate your involvement with Triratna.**

Regular contact with a local centre or retreat centre	
Mitra	
Asked for ordination	
Member of the Order	

Please give a brief summary of your current involvement in Triratna activities.

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### 3. Work area and work experience

Please indicate your skills and experience in the following areas. We will assess your skills and experience along with the existing office team and design a final job description that combines your skills, existing office team skills, and the project's needs. See accompanying specification for more information.

Please indicate experience			
Skills / experience	No experience	Competent	professional experience
Office administration			
Office management			
Communications			
Online profile development			
Fundraising			
IT / computer systems			
Book-keeping and accounts			

Retreat team members often support other work areas. Please indicate your interests / preferences

	I am not willing to work in these areas	I am happy to work in these areas	I would prefer to work in these areas
Housekeeping			
General Maintenance			
Kitchens			
Gardens			
Retreat Organising			

Do you have a current driving licence	yes	no
Any other relevant qualifications or work specific experience:		

Please use your covering letter to communicate other areas of experience of interest that you think might be relevant.

#### 4. Referees

Please provide contact details for two references. If possible at least one who is a member of the Triratna Buddhist Order.

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Please also include a short covering letter indicating any previous experience of community living, particularly in Triratna communities, and any previous experience or work in Triratna right livelihood teams. And, please also include a brief summary CV.

If you would like to discuss any aspect of your interest in joining the Dhanakosa team, or any other issues regarding your potential application please e-mail [nayaka@dhanakosa.org](mailto:nayaka@dhanakosa.org) or phone 01877 384 213 asking for Nayaka.

Please return this form by e-mail to [nayaka@dhanakosa.org](mailto:nayaka@dhanakosa.org) , or post to:

Nayaka  
Dhanakosa  
Balquhadder  
Lochearnhead  
FK19 8PQ

Thank you for your interest in coming to live and work with us.



Centre director.