

Dhanakosa Recruitment 2024

House and Grounds Team: Maintenance Manager



The Dhanakosa Community is a Triratna Buddhist practice context for Order members and Mitra's who have asked for ordination where community living and work as practice are an integral part of the vision. You will be living, practicing and working in a rural retreat centre as part of a residential team of 7 with up to 1,000 guests a year. The ideal candidate will be either a member of the Triratna Buddhist Order or actively engaged in training for Ordination and will work within the operations team, with responsibility for maintenance management.

The position is fully financially supported, and open to people of all gender identities.

Job Description

You will work as a key member of the house and grounds team with maintenance management as your principal area of responsibility. You will work to the team manager Subhanaya, who provides line management and supervision. You will also contribute to the general work of the house and grounds team as well as the wider Dhanakosa operations team.

Maintenance Manager:

- Lead responsibility for practical maintenance issues for the whole site – responding to issues and taking action to repair simple plumbing, electrical, building fabric and other maintenance issues
- Booking, relationship building and communicating with tradespeople undertaking work on site
- Lead and manage small projects within the house and grounds team (e.g. installation of cattle grid and fence repairs)
- Contribute to medium and large projects (e.g. increasing water pressure to the retreat centre or new shrine room build) alongside other members of the house and grounds team and senior team
- Health and Safety responsibilities including tools and materials use and storage, tasks, fire and water safety
- Plan work and lead teams of volunteers undertaking maintenance related tasks during work retreats (usually two weeks a year)
- Manage maintenance volunteers at other times of year as required
- Responsibility for maintenance protocols and delivering related training to the Dhanakosa team

General responsibilities of the Dhanakosa Operations team. The operations team is responsible for the administrative and practical support to facilitate the smooth running of retreats. All members of the operations team need to be able to:

- work co-operatively with each other
- assist with the general working of the centre as required:
 - Weekly cleaning at retreat changeover
 - Cooking cover as required
 - General maintenance as required e.g. lawn mowing, managing water supply
 - Supporting agreed projects
- respond to a wide range of out of hours emergencies
- maintain appropriate communication with retreat teams and guests
- support the spiritual aspirations of the Dhanakosa Trust to maintain the team and community as an effective Triratna practice context

Person Specification

Role specific specifications: The following skills and attributes are considered essential to the work area:

- Personable, friendly and responsive when dealing with retreatants, retreat teams, volunteers and co-workers
- Clear and confident communicator verbally and in writing
- Ability to prioritise, manage multiple tasks simultaneously and meet deadlines
- Aptitude and interest in practical tasks and DIY
- Physically fit – capable of undertaking moderate to heavy physical tasks on a regular basis
- Confident using hand tools and power tools
- Confident using ladders safely
- An organised and thorough approach to administration
- A reasonable level of computer literacy and IT skills

Desirable skills and attributes are:

- Trade skills – electrical, plumbing, carpentry, groundwork etc

General specifications: All operations team members can expect to be asked to assist with general maintenance, cleaning and housekeeping tasks, driving the vehicles and cooking on a regular basis. All team members need to:

- be flexible and willing team workers able to take initiative
- be able to take responsibility for an area of work
- be interested in communication
- be capable of sustaining moderate physical tasks
- have some significant experience of the Triratna Buddhist Community and a serious desire to engage with community living and right livelihood
- be able to show a clear commitment to the Triratna Buddhist Community ideally at the level of being part of, or having asked to join, the Order
- be in possession of a current UK driving licence
- have a reasonable degree of emotional maturity and robustness, and psychological self-knowledge

If you would like to talk to someone about this opportunity contact Subhanaya or Nayaka on 01877 384 213 or at info@dhanakosa.com. Copies of our organisation ethos statement, statement of occupational requirements and support package are available on request.

To apply, please return our application form (available to download from www.dhanakosa.com/working-dhanakosa or by request from the email address above), a CV, and a covering letter giving us some background as to your interest in joining the team and a short summary of any relevant experience of work, community living and the Triratna Buddhist Community.

Apply either by e-mail to info@dhanakosa.com, or by post to Subhanaya, Dhanakosa, Balquhidder, Lochearnhead, FK19 8PQ.

Closing date for applications is 30th June 2024.