



Dhanakosa Senior Team

Right livelihood for the 21st Century

Role Specification 2024

General qualities for members of the Senior Team

A member of the Order with no significant concerns about Triratna who is able to commit to the overall welfare of the Dhanakosa project within the context of the wider movement.

- Have a clear commitment to deepening their Going for Refuge within a team-based work context
- Able to strike the right balance between personal responsibility, collaborative co-working, and leadership
- Able to take a mature approach to working with disagreements, personal preferences and other unsatisfactory situations!
- Willing to “muck-in” with the day-to-day work of the retreat centre when needed

In this appointment round, we are prioritising the person specific responsibilities for operations team management and projects delivery. Below is a brief description of some of the key elements of these responsibilities.

House and Grounds Team manager; supervision of work, overall coordination of the House and Grounds Team including review process and personal support, budget oversight. Front-line troubleshooting and practical support for the work group as required. Health and Safety - including fire safety, health and safety at work and public health. It is envisaged that the divisional managers (office, and house and grounds), operational team manager and Centre Director will meet as a *management group*.

Project delivery; It is envisaged that Senior Team members will give leadership and direction on a variety of projects, many of which will be construction or maintenance projects of a variety of scales. Working with appointed operations team members and contractors as appropriate.

If you have other skills or interests relating to the six areas of responsibility of the Senior Team please refer to these in your application (on the application form). The six areas are; organisational management, financial management, operational management, delivery of projects, spiritual leadership, retreat leading quality and content. This will be taken into account in the recruitment process. Final individual role briefs will be negotiated with the successful applicant.

Team working context

The Senior Team works with a high degree of collaboration and peer-to-peer co-working. The team is led by the Centre Director, and is ultimately answerable to the Trustees. Your principal place of work will be Dhanakosa. For individuals living off site, there are arrangements for at-home working as long

as you are able to attend the site enough to contribute effectively to both the Senior Team and Operations Team as both working contexts and practice contexts.