



Gateway Education Coordinator

Part time role, 18 hours per week (2.5 days), flexible hours.

About this role

Jamyang London Buddhist Centre is in an exciting period of its evolution. Our programmes being available online, combined with the presence and prolific teaching of our Resident Teacher, Geshe Namdak, has meant the rapid expansion of the Education department. We now have nearly 400 students enrolled in one or more of our long-term, in-depth study programmes.

Most recently, we launched Discovering Buddhism, a two-year course that currently has over 100 enrolled students. Alongside that, we have begun integrating new introductory courses to our range of programming, such as Buddhism in a Nutshell and Introducing Meditation, which we hope will also support new students who are starting out on their journey into Buddhist education.

We're looking for an inspired and energised person to fill the role of Introductory Education Coordinator, to support these students on their learning journey.

If you have an enthusiasm for helping people unlock their inner potential, please read on, and consider applying!

What does the role entail?

- Be the first point of call for students and foster a light-hearted, positive, family feeling among the students.
- Support students with any learning challenges by being a helpful and encouraging presence.
- Communicate relevant updates and information to students.
- Proactively think of ways to improve students' learning experience.
- Host classes.
- Maintain the learning platform using Learndash software on Wordpress.
- Troubleshoot students' issues with learning platform or Zoom.
- Accurate record-keeping of student attendance, assessment, and withdrawal.
- Compile course statistics, including number and rate of withdrawals, attendance and student feedback, so we can make data-informed decisions when developing programmes and devising Beginner Education strategies.

What we need from you

Experience	
Essential	Preferable
<ul style="list-style-type: none"> • Strong verbal and written communication skills in English. • Ability to learn new web platforms and software quickly. • Strong organisational and administrative skills. • Ability to troubleshoot and resolve problems. • Flexibility (this work entails working on some weekday evenings and occasionally weekends.) • Ability to work independently and take initiative • Creativity and enthusiasm • Based in London (you will be required to work on-site for a significant portion of your working hours.) 	<ul style="list-style-type: none"> • Experience hosting Zoom meetings. • Familiarity with Wordpress and/or Learndash. • Familiarity with Excel spreadsheets. • Experience in customer service. • Familiarity with FPMT and/or Jamyang, including FPMT’s courses.

Additional info

- With classes and events at Jamyang taking place in the evening and weekends at Jamyang, the role holds hours outside of the usual 9-5
- The Introductory Education Co-ordinator will report into the Spiritual program co-ordinator and will be part of a growing team of education co-ordinators, facilitators and assessors
- Jamyang is a London Living wage employer
- Applications are open from July 20th – August 20th with first stage interviews being held in late August.
- To apply please send through your CV and a covering letter to director@jamyang.co.uk

