

Business & Administration Manager

Hours of Work: 35 hours per week

Salary: £28,000

Contract type: Initial Fixed-term contract (1 year)

Location: Jamyang London

Closing date for applications: Friday January 26th 2024

About Us

Established in 1978, Jamyang London Buddhist Centre provides a place for the study and practice of Tibetan Buddhism in the Mahayana tradition following the lineage of His Holiness the Dalai Lama. We also host the Science & Wisdom LIVE project. We are affiliated with the [Foundation for the Preservation of the Mahayana Tradition \(FPMT\)](#).

On our premises, the Old Courthouse in Kennington, we run two businesses, the Lotus Guest House and venue hire. We have a sister charity, the Courthouse Community Centre (CCC), which hosts a Community Café as well as a range of local community activities.

Spiritual Guide: His Holiness the XIV Dalai Lama

Founders: Lama Thubten Yeshe and Lama Zopa Rinpoche

Resident Teacher: Geshe Tenzin Namdak

This is an exciting opportunity to join a value-based and forward-thinking Buddhist organisation dedicated to inner and outer transformation through the study and practice of Buddhism and through service. The Business & Administration role is the backbone of the organization. It is a multi-skilled position supporting Jamyang's administrative functions including digital support, enterprise initiatives and human resources.

We're looking for a bright, enthusiastic, self-starting individual to take up the role and be part of the Jamyang family. Read on to discover more about the role and how to apply – we'd love to hear from you.

HR administration:

Managing the administration of all key HR functions including contracts, record-keeping, staff onboarding; HR policies; internal review processes; providing HR support for team members; and working with our HR consultants to maintain compliance and best practices.

Office Assistance:

Managing record-keeping; working with our bookkeeper for general invoicing and billing; managing insurance & and utilities contracts and billing; general clerical duties

Exec. Director Support:

Providing support to the Executive Director as needed, including duties such as diary and meetings management, admin support, research projects, and accounting.

Centre Support:

Working closely with the Spiritual Program Co-Ordinator, House Team Lead and the Facilities Lead to ensure the needs of the center are met.

Digital Support:

Manage the organisation's IT-needs in collaboration with our external contractor QlicIT (IT Support) and Zoom (VOP Phone and Meetings); fulfill internal needs requirements such as new profile setups and administrative functions; manage the team's project management platform, Asana, and password platform, LastPass.

Enterprise Support:

Daily Administrative support and customer communications for our two enterprises, the Lotus Guest House and Venue Hire. This includes administration of its trading platforms: Airbnb, Lodgify, Bookings.com, and Tagvenue among others.

The duties cited above are indications of the varied tasks and activities under the remit of the Business & Administration Manager. The list is not exhaustive however and this role is an adaptive one that develops as the organisation develops also. The role has a strong emphasis on supporting Jamyang through its digital and office-based functions.

Who we are looking for

The ideal candidate will be at ease with digital tools and software, adapting easily to learning and integrating new tools and new ways of working. They will be able to identify ways to streamline, simplify and improve work processes.

The work environment is fast-paced and adaptive. Flexibility of mind, ability to prioritize for oneself effectively and a capacity to both collaborate and be autonomous as needed are important to thrive.

Experience in HR and administration are essential. Experience working with volunteers would be a plus.

To Apply: Submit your CV and your cover letter to Paul via manager@jamyang.co.uk by midnight on Friday 26th January 2024

A key element of our recruitment strategy is an aspiration of equality, diversity, and inclusivity; we welcome applications from people who identify as global majority, BPOC (Black or Person of Colour), LGBTQ+ and differently-abled. Jamyang Buddhist Centre is proud to be an equal opportunities employer and seeks diversity with respect to race, ethnicity, culture, religion, age, sexual orientation, and physical ability.

Jamyang Buddhist Centre London is proud to be a London Living Wage Employer