

## Community Coordinator - Job Description

**Plum Village UK** is creating a new practice centre called *Being Peace*, a lay-run centre where monastics from Plum Village in France will visit for 2-3 months each year. The centre will offer a peaceful environment to practice mindfulness in the Plum Village tradition of Zen Master Thich Nhat Hanh. We are currently in serious consideration of a property in Abenhall, Gloucestershire.

The Plum Village UK community consists of over 100 sangha, affinity groups, and stakeholder groups, all of whom have shown incredible support for the project. With a potential property now identified, we invite applications for the **Community Coordinator** role to grow the team's capacity. This is a remote position for up to 3 days per week, starting in February 2025 for a 2-month period, with the possibility of an extended role thereafter. The role has the potential to evolve into a senior position within the project team.

We are looking for a skilled, compassionate, and community-minded individual to support the development and coordination of the *Being Peace* community and volunteers, ensuring the centre's success in engaging and growing its participants and contributors.

### Key Areas of Work and Responsibilities during Contract Period:

- A. Developing and supporting staffing, volunteer and recruitment plans and policies for the centre
- B. Facilitating the recruitment, coordination and support for volunteers in the project
- C. Collaborating with the Project Director and Trustees on appropriate communications to engage our sanghas in support of this work
- D. Supporting the implementation and management of appropriate back-office systems to support future centre operations

### Essential Criteria:

- 1. Excellent written and verbal communication skills
- 2. Excellent organisational skills
- 3. Ability to facilitate meetings in a manner that resonates deeply with Plum Village values and teachings
- 4. Ability to work independently and as part of a remote team
- 5. Ability to bring diverse perspectives and inclusivity to the project team
- 6. Right to work in the UK
- 7. Experience with leading / supervising people
- 8. Experience of practicing in the Plum Village tradition and of being a member of a sangha

### Desirable Criteria:

- 9. Previous experience in a non-profit or spiritual community context
- 10. Experience coordinating volunteers and managing community-based projects
- 11. Experience in recruitment, staffing, or HR-related activities
- 12. Experience in developing and implementing strategic communications
- 13. Knowledge and experience of volunteer engagement strategies in community settings
- 14. Ability to use Google Workspace, digital tools and spreadsheets to a high standard

**Right Livelihood:**

The majority of our team are volunteers who offer incredible and committed service to the project. As part of our practice is to offer dana (generosity based on what you can afford), we are asking applicants to consider what they might reasonably be able to offer to the community. Recognising that not all members of our community can afford to offer their time, applicants may wish to apply for this role either on a voluntary basis or as a paid position. Please note that the selection process will prioritise the most skilled and suitable candidate based on the criteria outlined above, irrespective of their preference for a paid or voluntary role.

**Pay and Terms:**

- Volunteer or paid at competitive rate, depending on experience and circumstances
- Remote working, for up to up to 3 days per week, starting in February 2025
- 2-month contract (freelance/self-employed basis) with the possibility of extension

This role will report to **Nick Kenrick**, Project Director, with pastoral support from a trustee or second body to be confirmed. The diversity of the team is highly valued, and we encourage applications that increase the range of perspectives on the project team.

If you are passionate about mindfulness, community-building, and supporting the growth of a new practice centre, we invite you to apply by emailing your CV and a cover letter to [roles@plumvillage.uk](mailto:roles@plumvillage.uk).

**Ad publication on 14th Jan 2025; closing end of 29th Jan; interviews first week of Feb.**

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