

Project Assistant - Job Description

Plum Village UK is creating *Being Peace*, a new practice centre where mindfulness is taught in the Plum Village tradition of Zen Master Thich Nhat Hanh. The centre will be a lay-run organisation, with monastics from Plum Village in France visiting for 2-3 months each year. We are currently in serious consideration of a property at Abenhall in Gloucestershire, and we are looking for a **Project Assistant** to replace an existing team member who will be finishing their role with us this month. This is a remote position for up to 3 days per week, and starting in February 2025 for an initial 6-month period with the possibility of extension.

We are looking for an organised and heartfelt individual to support the project team offering at the *Being Peace Practice Centre*.

Key Areas of Work and Responsibilities during Contract Period:

1. Administrative and Operational Support

- Act as the first point of contact for incoming emails and phone calls, responding promptly and with warmth.
- Maintain and manage mailing lists, ensuring accuracy and regular updates.
- Support scheduling and logistics for meetings, retreats, and events.
- Ensure the smooth day-to-day running of administrative processes, including maintaining shared documents, databases and organising files.

2. Communications and Stakeholder Liaison

- Support liaison with Sangha members, volunteers, trustees, and facilitators to ensure clear and consistent communication.
- Support front-of-house communications by crafting friendly and professional emails and responding to queries.
- Assist in creating and distributing newsletters, using tools such as Mailchimp.
- Act as a key node for communication between different teams and stakeholders involved in the project.

3. Programme and Event Coordination

- Ensure that scheduling tools and processes are well-maintained and user-friendly for facilitators and attendees.

4. Community and Volunteer Engagement

- Supporting the fostering of a welcoming and inclusive environment for volunteers, guests, and community members.
- Work closely with the community to maintain alignment with Plum Village values and practices.
- Support the onboarding, and engagement of volunteers.

Essential Criteria:

- A strong interest in mindfulness and familiarity with the Plum Village tradition.
- Excellent organisational and time management skills, with an eye for detail.
- Outstanding communication and interpersonal skills, with the ability to engage with diverse stakeholders.
- Proficiency in common office tools (e.g., Google Workspace, Microsoft Office) and willingness to learn new platforms.
- Ability to work independently and as part of a remote team.
- A collaborative, warm, and inclusive approach to working with others.

Desirable Criteria:

- Experience in programme or event management within a non-profit, retreat, or mindfulness setting.
- Previous experience managing mailing lists, booking systems, or scheduling tools.
- Skills in social media monitoring and website content management.
- Ability to manage donor or supporter queries and maintain accurate donor records.
- Right to work in the UK (desirable but not essential, as it is a remote role).

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 £18 per hour
- Remote working, for up to 3 days per week, starting in February 2025
- 6-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 contribute to broadening the perspectives of the project team.

If you are passionate about mindfulness, and wish to support the development of a new practice centre, we invite you to apply by emailing your CV and a cover letter to roles@plumvillage.uk.

Ad publication on 14th Jan 2025; closing end of 27th Jan; interviews end of Jan.