

Being Peace Outreach & Volunteer Coordinator

Position Overview

Location: Being Peace Centre, Abenhall, Gloucestershire

Employment Type: Part-time, 2 days per week (0.4 FTE)

Contract Duration: 2 years initial contract with possibility of extension

Salary: £30,713 per annum *full-time equivalent* (pro-rata: **£12,285.20** for 2 days/week)

Start Date: As soon as practicable, likely November.

Application Deadline: 21st October 2025 (12 noon)

About Being Peace Centre

Being Peace Centre is a new mindfulness practice centre founded by Plum Village UK in the tradition of Zen Master Thich Nhat Hanh. Located on a beautiful historic farm in Abenhall, Gloucestershire, the centre will provide a peaceful environment for retreats and mindfulness practice throughout the year.

The centre will accommodate:

- 30+ residential guests year round
- Visiting teachers throughout the year
- The potential to grow this number to 60+ guests over the coming years
- A resident lay community of 6-8 people
- Working volunteers and regular local volunteers
- A sustainable "Happy Farm" mindful organic growing space, developing over the coming years.
- Walking meditation paths and dedicated practice spaces

Our vision is to create a vibrant, inclusive community where people from all backgrounds can experience the transformative power of mindfulness practice in the Plum Village tradition.

Role Purpose

The Outreach and Volunteer Coordinator serves as a vital bridge between the Centre and its wider community, while supporting volunteers of all backgrounds to contribute. The coordinator will be responsible for nurturing relationships around Abenhall and ensuring that the Being Peace Centre plays an active role in the local community, as well as with sanghas and partners across the UK. A key part of the role will be establishing a supportive and

nurturing series of volunteer pathways for short-term onsite volunteers (Work Retreatants) and local volunteers.

This is a unique opportunity to help shape the foundation and culture of a significant new Buddhist centre in the UK, combining people engagement skills with deep alignment to mindfulness principles.

Key Responsibilities

Design volunteer program

- Develop and implement a comprehensive volunteer program (for remote and local volunteers as well as Work Retreatants) that provides regular volunteer support across all Centre operations and meaningful volunteer opportunities;
- Collaborate with the Community Practice Mentor to integrate mindfulness practice into all volunteer activities;
- Ensure seamless integration of Work Retreatants into daily operations;
- Design and lead monthly local community work days that combine practice with tangible contributions to the Centre.

Recruit and support volunteers

- Recruit, screen, train, and coordinate volunteers, matching skills with Centre needs;
- Create clear volunteer pathways that develop capacity and deepen engagement over time;
- Foster a diverse and inclusive volunteer community.

Build relationships

- Build relationships with local sanghas, faith communities, and civic organisations to establish the Centre as a valued community resource;
- Build relationships with neighbouring households, communities and organisations to ensure the Being Peace Centre is a positive addition to the locality;
- Organise regular events that help the Centre build relationships and actively engage and support the local community.

Person Specification

Essential Qualifications and Experience

- Experience in developing volunteer programs in community-based organisations;
- Experience working with volunteers and community groups;

- Strong skills in community building, relationship cultivation, and interpersonal communication;
- Proven ability to create inclusive environments that welcome participants from diverse backgrounds;
- Understanding of law around volunteer practice and safeguarding.

Essential Personal Qualities

- Friendly welcoming presence with strong communication skills;
- Extremely well organised and efficient with attention to detail;
- Commitment to understanding social oppression/Equity Diversity and Inclusion and its application in community dynamics;
- Ability to embody mindfulness in daily actions and interactions;
- Willingness to live near the centre;
- Adaptability and resilience in a startup environment.

Desirable Qualifications and Experience

- Familiarity with Plum Village tradition and basic understanding of Buddhist principles and practices;
- Personal alignment with ecological and sustainable living principles;
- Previous experience in a spiritual community context;
- Event planning experience.

Working Arrangements

Compensation and Benefits

- Salary: £30,713 per annum *full-time equivalent* (pro-rata: £12,285.20 for 2 days/week)
- Pension: Real Living Pension scheme (7% employer contribution, 5% employee contribution)
- Sick Pay: 4 weeks per year at full pay (pro-rata), then statutory sick pay
- Annual Leave: 25 days paid holiday plus bank holidays (pro-rata)
- Accommodation: Option to live on site for up to one year at start of role (with commensurate salary reduction of £500 per month in exchange for accommodation in a *shared* room and board)
- Meals: Meals available when working. Full board if resident onsite (food will be prepared during retreats and provided for self-cooking in-between retreat times).

Working Pattern

- 2 days per week (15 hours). Flexibility required for evening and weekend work
- Core hours to be agreed based on centre needs
- Probation Period: 6 months

Reporting Structure

- Reports to: Being Peace Centre Director
- Direct reports: None
- Works closely with: Community Practice Mentor, visiting Dharma Teachers, Maintenance and Kitchen Coordinators, Monastics, Resident Community, Work Retreatants, Local Sanghas

Application Process

How to Apply

Please submit the following to roles@plumvillage.uk by 12 noon on 21st October 2025:

1. Comprehensive CV highlighting relevant experience
2. Cover letter (maximum 2 pages) explaining your interest in the role and how your experience and values align with the position, in particular highlighting how you meet the Person Specification.
3. Names and contact details of two professional references

Selection Timeline

- Application deadline: 21st October 2025 (12 noon)
- Interviews: TBC
- Start date: As soon as practicable, likely November.

Plum Village UK is committed to being a diverse and inclusive community. We welcome inquiries and applications from all suitably experienced individuals regardless of age, disability, gender identity, ethnicity, religion, sexual orientation, relationship status and neurodiversity. An enhanced DBS check will be applied.

For further information about the Being Peace Centre please visit www.beingpeace.uk. If you need any clarification, support, or alternative methods to complete your application, please don't hesitate to contact us at roles@plumvillage.uk. We're here to help.