

## Description of Key Duties and Responsibilities:

The SPC will be responsible to the director and FPMT Centre Services Director, to ensure that Land of Joy is a Dharma environment in keeping with the FPMT tradition. This includes oversight of the programme of group retreats and other Dharma activities such as pujas, festivals, staff team practice and visits by Lamas. It includes taking care of the gumpa and other spaces where spiritual activities take place, such as solitary retreat huts. It also includes ensuring that everyone who comes to Land of Joy is treated with respect and kindness according to Mahayana ethics, and that the spirit of Land of Joy permeates all work and Dharma life at Land of Joy.

The SPC is responsible to the director and to FPMT International Office to ensure that the spiritual programme is in accordance with FPMT policy and guidelines and that it reflects the unique teaching style of Lama Yeshe and Lama Zopa Rinpoche, as captured in FPMT Standard Education Programmes.

The responsibilities of the SPC can be delegated to others, if available, following discussion with the director.

The priorities for the SPC include:

1. **Create a programme of group retreats and ensure that it is carried out to the best possible standards.**
  - a) Carry out communications with retreat leaders, caring for their personal needs during their stay and ensuring that their expenses are paid.
  - b) Ensure that group retreats are supported effectively with a suitable environment, and necessary items such as handouts, ritual materials and objects, etc.
  - c) Ensure that the shrine room is established to the best possible standard. Working with the director to ensure sufficient appropriate shrine room effects, fittings and furnishings.
  - d) Top and tail group retreats with introductory talks about the centre, fundraising pitches towards the end, and general support to retreats regarding Land of Joy conduct and culture.
  - e) Sometimes lead retreats either as programmed or standing in for a guest retreat leader at times of emergency.
2. **Oversee the marketing of retreats and other Dharma activities (may be delegated)**
  - a) Ensure that there is an up-to-date calendar of retreats and Dharma events on the website.
  - b) Ensure that social and printed media are utilised effectively to market the programme.
  - c) Work with the director to ensure that there is an effective bookings and customer liaison system in place to support the programme.
  - d) Ensure that the website, Facebook and Instagram pages are maintained effectively.
3. **Introduce the performance of pujas and rituals according to FPMT tradition**
  - a) Ensure puja recitation take place on regular monthly and/or weekly cycle.
  - b) Ensure that all offerings and rituals are performed correctly according to Lama Zopa Rinpoche's instructions.
  - c) Perform and lead specific additional rituals for pacifying interferences etc as needed.
  - d) Programme special rituals and recitations on festival 'Buddha' days.
  - e) Supervise all rituals and protocols for visiting lamas.
  - f) Establish facilities to support solitary retreats, such as fire puja requirements.
4. **Support for Land of Joy team and retreatants**
  - a) Ensure that training for staff and volunteers is carried out regularly as required.  
For example:
    - i. FPMT Foundation Services Seminar, possibly annually with places for FPMT UK
    - ii. FPMT offerings, rituals and puja training available to team and community

- iii. Training for staff/volunteers in conflict resolution, non-violent communication, and other methods to support constructive, harmonious team-working
- b) Ensure that facilities for solitary retreats are suitable, supporting retreatants with special requirements
- c) Arrange interviews for retreatants with the resident teacher and visiting teachers
- d) Ensure that staff and volunteers relate appropriately with retreatants, in liaison with retreat leaders where appropriate

### **3. Person Specification**

#### **3.1 Experience:**

The successful candidate will:

1. Have good knowledge of the FPMT tradition of study, practice, service and ethical conduct, and hold deep respect for Kyabje Zopa Rinpoche and Lama Thubten Yeshe.
2. Be a positive communicator with a track-record of working harmoniously and effectively within teams, equally able to take direction, and to supervise others.
3. Understand the general requirements of solitary and group retreat, with reasonable knowledge of Lam Rim and Vajrayana as well as a general knowledge of other practices such as mindfulness, vipassana, yoga, qi gong etc.
4. Have studied FPMT education programmes to at least foundation level.
5. Have experience of facilitation and leading retreats according to personal ability.

#### **3.2 Competencies:**

##### **1. Ethical role model**

The SPC will exemplify positive ethical standards for everyone at Land of Joy, according to her or his vows and precepts, and within the general ethical rules for the centre.

##### **2. FPMT aware**

The SPC will be committed to the tradition of Lama Yeshe and Lama Zopa Rinpoche, and be skilled and knowledgeable in the meditation practices, orientation towards Dharma education, and rituals of FPMT.

##### **3. Energetic and enthusiastic Dharma practitioner and example to others**

The SPC will be strongly committed as a Dharma practitioner herself/himself and this will be evident in personal conduct and competence in devising and implementing a rich and varied programme at Land of Joy. All work will be carried out to the highest possible standard within practical constraints.

##### **4. Good heart**

The SPC will relate to all with kindness and compassion, sometimes demonstrating assertiveness in the interests of the success of the programme.

##### **5. Positive and creative approach to programming**

The SPC will be skilled in consulting with potential retreat leaders, the resident teacher and retreatants in order to devise an imaginative, varied programme of retreats that appeal to the widest possible audience, within the constraints of the FPMT tradition. S/he will work closely with associate organisations to ensure that retreats under hire-out arrangements work as positive complements to the Land of Joy's own programme. A diversity of partner organisations to widen the sphere of Land of Joy will be gradually developed by the SPC and director together.

## **6. Group retreat leader and instructor**

The SPC will be competent in leading group retreats, according to personal experience and capacity. S/he will also be skilled at instructing and demonstrating ritual practices to individuals or groups. S/he will offer personal advice on meditation, according to her or his own level of experience.

### **3.3 Required key skills and experience:**

1. Sincere respect for Lama Zopa Rinpoche
2. Sound knowledge of Buddhism in the FPMT tradition
3. Skills and openness in building relationships with other staff at the centre
4. Enthusiasm and willingness to work cooperatively and harmoniously
5. Skills in leading group retreats and instructing individuals in ritual procedures
6. Awareness of spiritual environment issues and knowledge of rituals for protection from hindrances
7. Ability to manage personal life and needs autonomously
8. Patience, compassion, the ability to listen and synthesize, and a sense of humour
9. Willingness to work flexible hours
10. A legal right to work in the UK

## **4. Practical Information**

### **4.1 Volunteer agreement**

This position is subject to the Land of Joy volunteer agreement. Volunteers receive free food and accommodation and household necessities.

### **4.2 Probation and start date:**

There will be a 3 month probationary period. The role will start as soon as possible.

### **4.3 Visa**

The SPC must have the legal right to work in the UK.