



Application form for Administration and Communications Officer (full-time)

Your name and contact details

Legal name:

Order name if applicable:

Age:

Email:

Phone:

Address:

Please give the names (and contact details) of two people that know you well enough in a Triratna context for us to talk to about your suitability for this job.

Please also provide us with the name of a previous employer who we can contact for a reference.

Why would you like to work for Cambridge Buddhist Centre?

Referencing the job description, please tell us which responsibilities and activities you are most inspired by?

What skills and experience would you bring to this role? It is best to give examples from projects you've been involved with in the past, in relation to the skills and qualities listed in the job description.

What do you think the challenges of this work might be, and how would you approach them?

Are there any areas personal, spiritual or occupational that you feel you might need extra support around in this role?

How long might you see yourself wanting to work for Cambridge Buddhist Centre, what are your current longer-term aspirations?

Please tell us about any practical needs you have in terms of working hours, ability to travel to the Cambridge Buddhist Centre, and financial support (beyond what is advertised).

Please return your completed application, together with an up-to-date CV, and any questions you have to Abhayamati: abhayamati@cambridgebuddhistcentre.com

The closing date for applications is 28th April, 2022