

Job description: Administration and Communications Officer (Fulltime)

The Cambridge Buddhist Centre is a large, established, urban Buddhist Centre in a vibrant, university city. The Centre team consists of mitras who are undertaking ordination training and Order Members.

This role is permanent and would suit an Order Member or committed Mitra, as the team aims to provide a rich context for spiritual development through the practice of right-livelihood, including support for ordination training.

Administration and Communications Officer Responsibilities

The Cambridge Buddhist Centre aims to make the Dharma available to as many people as possible and runs as a dana economy. We would like to expand our activities to reach a more diverse audience. The right candidate would be passionate about developing and implementing a communications strategy, working closely with the Centre Manager, Chair and trustees. The main tasks would include :

- Managing the communications strategy across all media
- Graphic design of emails, website banners, posters and social media posts
- Creating and editing videos and posting on our website and social media
- Working within a publicity budget to promote the Centre's activities through online media
- Working with the Centre team to set up events
- Undertaking the administration of events

Skills and Characteristics

The ideal candidate would be:

- Confident with managing social media platforms, MailChimp, databases and website administration
- Have a flare for visual communication and design
- Be well organised, with a good attention to detail
- Have a creative approach to the task and be happy to work in collaboration with an experienced team

Financial Support

A full support package is available, with the possibility of joining a Buddhist community or National Living Wage for those not living in a community is offered.

Application process

The closing date for applications is **28th April 2022** and we expect to interview for this post, on **4th May 2022**. Ideally, the successful candidate will be able to commence the post on **11th May 2022**.

Please send applications and any questions to abhayamati@cambridgebuddhistcentre.com