

Job Description:

Australia/Aotearoa NZ Triratna Young Buddhists Coordinator

Role Brief and Overview:

The Australia/Aotearoa NZ Triratna Young Buddhists (TYB) Coordinator will work with a Steering Group (comprising Chairs or others from some of the larger centres in the Area) and alongside the NZ Australia Area Council and UK and Mainland Europe TYB Coordinator to; coordinate, encourage and support the running and development of TYB activities and initiatives in Australia and Aotearoa NZ.

The Future Dharma Fund has helped raise funds for this part-time (2 days/week) pilot post for the period of one year, with the possible extension of the pilot into a second year.

Ethos:

The Australia/Aotearoa NZ TYB Coordinator will work at the grassroots level, supporting and encouraging others to set up, develop and run TYB activities. Acting with leadership and initiative when appropriate, for example when planning, setting up events and beginning new initiatives. The Australia/Aotearoa NZ TYB Coordinator will work under the direction of a Steering Group who will help set the priorities and evaluate progress. The TYB Steering Group will meet approximately three times per year, and be available in other ways, to give the person in this post adequate support and guidance. The person will also be supported by the Area Council which includes representatives from the Order, College and Movement. They will hopefully benefit from the experience and perspective of both bodies.

Tasks:

Liaison and contact point for the Australia/Aotearoa NZ TYB Project, including:

- liaising with the UK and Mainland Europe TYB Coordinator, young people in the region and facilitators of activities for young people, Centre teams, Mitra Convenors, retreat centres, Area Council, thebuddhistcentre.com as needed
- working with these people to develop a short-term development plan for TYB activities in Australia and Aotearoa NZ in the next year
- promoting and representing TYB at meetings and events
- offering advice and helping others to set up and run of activities
- co-ordinating activities and contributing to a calendar of regional, national and international events.

Communication, advertising and web presence tasks involve:

- maintaining or delegating, as appropriate, communication, advertising and web presence for the project. Current forums include: circulating information through the Young Facilitators Network, to Order Members and to Centres and Chairs; thebuddhistcentre.com/young Buddhists page; Facebook; etc.
- continuing to develop the communication and web presence, in collaboration with others.

To support facilitators with setting up and running TYB groups, the coordinator will assist with:

- helping establish new TYB groups at centres that don't already have activities.
- supporting established TYB groups and facilitating visioning and development, both as needed and appropriate for that individual situation.

The TYB Coordinator will also participate in the international Young Facilitators Kula network and its activities. Support, facilitate and encourage new initiatives and national projects by working with the Steering Group and the Area Council on the strategic development of TYB in Australia Aotearoa NZ.

Essential Qualities and Skills

- Order Member or GFR mitra with the experience and temperament to work with under 35s.
- Experienced and mature, knowing when to lead initiatives and when to support others to take initiative.
- Able to hold an Area-wide perspective and think strategically.
- Strong organisational skills.
- Self-motivated whilst being receptive to the ideas of others and able to work in a team.
- Experienced in organising and running events for young people.
- Excellent verbal and written communication.
- Skills and experience in giving presentations and participating in group discussions and meetings.
- Friendly and able to offer kalayana mitrata.
- Able and willing to travel to support events and attend meetings in a remote team.

Working Hours and Conditions

This role is two days a week with an hourly rate of approximately \$20/hr. This figure will need to be finalised when the fundraising process is completed. The working arrangements of the Australia/Aotearoa NZ TYB Coordinator will partly depend on where they live. For example, if they live near a Triratna centre, office space, support with technology, etc. may be available for them. These types of working arrangements will need to be discussed once the expressions of interest have been received by the Steering Group.

Expressions of Interest:

If you are interested in this role, please tell us about yourself, saying:

- i) why you would be inspired to do this work
- ii) what relevant experience you have, and what qualities and skills will enable you to do the work – please give as many examples as you can and include how you will manage working as part of a remote team.
- iii) any first thoughts as to how you'd go about the work, or ideas you have for the development of the project
- iv) briefly tell us about any other responsibilities you may have, projects or significant relationships, and how you intend to balance these alongside this post.

v) the names and contact details of two Order members who know you well and who you are happy for us to contact to talk about your suitability for this role

Expressions of interest should be sent to Rijumayi (rijumayi@gmail.com) but do feel free to talk to local Order members about your interest. Different people have been involved from different centres so you could talk with Samacitta in Sydney, Dantacitta in Melbourne, Vajrajyoti in Auckland, and Saradarshini in Wellington. Please send Rijumayi your expression of interest by Wednesday 4th April.