



MARPA HOUSE | CENTRE MANAGER

Role Profile and Job Description

The Centre Manager is appointed by, and directly responsible to, the Board of Trustees and Directors of The Dharma Trust Limited, a registered charity and limited company. The duties outlined in this job description align with the overarching commitment of all staff to Marpa House's spiritual purpose.

We are looking for a live-in Centre Manager to run our retreat centre. The key purpose of this role is to ensure that the teachings of Tibetan Buddhism in general (and Kyabje Chime Rinpoche in particular) are maintained and practiced in Marpa House. This is a wonderful role for anyone fully committed to spiritual practice, as you will have an opportunity to deepen your experience and make a valuable contribution to the Dharma. This role is offered on a two-year contract with the possibility of extension (subject to agreement with the Board of Trustees).

The Centre Manager is responsible for being the main point of contact for guests, retreatants and visitors, leading our small team of volunteers, and coordinating day-to-day operations. Working alongside a team of volunteers, you will be responsible for keeping a general overview of daily life at the Centre, ensuring that the essential tasks are completed. You will be the 'face' of Marpa House to visitors and guests and will need to be able to offer a warm, kind welcome, ensuring an atmosphere of retreat for those who visit and stay.

Marpa House is a Buddhist retreat centre for the study and practice of Tibetan Buddhism, set in beautiful, tranquil countryside not far from Cambridge and London. Marpa House opened in 1973 as the first Buddhist Centre in England, and our community is welcoming, friendly, and extremely dedicated. We run regular courses, retreats and teachings. All staff are expected to participate fully in the spiritual life of the House: daily meditation, pujas and practice. This is a manager-level role for someone seeking to deepen their practice in a residential community setting.

This is a residential live-in role; you will receive your own single room with full bed and board plus a monthly salary of £500. You will also receive an annual holiday allowance plus an annual retreat allowance of fully funded retreat time here in the retreat wing. Weekend work is expected as part of this role. Ideally, we are looking for someone who can commit to two years or more.



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www.marpahouse.org.uk

A significant part of the role will be supporting events, teachings, and courses, looking after our beautiful shrine room and retreat wing, welcoming guests and providing guidance on basic meditation to beginners.

You will be expected to actively run the day-to-day spiritual life of the House: a rota of daily meditation, pujas and practice with support from a staff team. You will assist visiting senior students, lamas and teachers.

Office and IT skills are vital as you will also need to cover general office admin, emails, meeting notes, databases, etc.

JOB DESCRIPTION – DUTIES AND RESPONSIBILITIES

Spiritual

- Actively running the day-to-day spiritual life of the House: a rota of daily meditation, pujas and meditation practice with support from a staff team.
- Welcoming guests and showing them around. Providing guests with basic spiritual assistance, if requested (you will be fully supported and can call on senior students for assistance).
- Managing the check-in process, including orienting visitors to their accommodation, and managing early and late arrivals. Managing their payment process.
- Acting as the main attendant for visiting lamas and teachers, offering a high standard of service, support and care.
- Looking after the Lama flat, the shrine, and the shrine room. Looking after prayer texts, shrine supplies, etc.
- Guiding basic meditation sessions and offering simple instructions for newcomers.
- Acting as the main contact for resident guests and course participants, addressing queries and offering emotional or practical assistance where necessary



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Events and courses - online and in person

- Working with the trustees to coordinate logistics, recruit and coordinate volunteers, and supplies for events and courses.
- Facilitating smaller courses.
- Being on hand to welcome, facilitate and introduce courses in person and on Zoom.
- Event support: Working closely with the Board of Trustees/volunteers to ensure seamless setup and functionality of all equipment, course texts, etc.

Reporting and communications

- Liaising with the Board of Trustees and other staff/volunteers.
- Providing regular reports and communication to the Board of Trustees.
- Working closely with the Board of Trustees and staff to ensure the effective running of the House.
- Embodying an empathic, relational, collaborative approach to guests, colleagues and visitors.

Administration & IT

- Acting as the first point of contact for guests and visitors. Dealing with email and phone enquiries, taking messages, bookings, and information requests by phone and email.
- Keeping databases, reports and spreadsheets up to date.

Finances

- Being responsible for day-to-day finances: Collecting payments from visitors and retreatants and recording all payments made and received.
- Liaising with the Board of Trustees as needed to ensure expenditure remains within agreed limits.

Policies and procedures

- Living in and being responsible for the day-to-day security of the House and Retreat.
- Acting as a first point of contact for safeguarding matters.



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- Ensuring that staff, visitors, residents and contractors understand and are complying with relevant policies, including GDPR, Health & Safety, Fire Safety and Safeguarding policies.

Staff and volunteers

- Managing a small team of staff and coordinating the running of the House.
- Day-to-day supervision of staff and volunteers. Organising staff duties and time off. Responding to initial volunteer and staff enquiries.
- Liaising with the Board of Trustees on staff recruitment and induction, as well as working closely with the trustees on additional volunteer support for large events and courses.

Supplies and maintenance

- Maintaining an overview of supplies. Ordering supplies for the House and kitchen and keeping an eye on general maintenance needs.
- Ensuring that the property of the House, books, tools, etc., are not misplaced, misused or removed.
- Ensuring that the House and retreat are clean and welcoming, including supervising maintenance and repairs to the building and its fixtures and fittings, and ensuring that relevant maintenance checks are carried out.
- Working with the Board of Trustees to upgrade furnishings and equipment and support decorative repair and larger maintenance projects.

General

- Any other duties commensurate with the nature of the role, as required by the Board of Trustees.

Working hours, annual leave and other absence

- Working hours are approximately eight hours a day, six days a week, including weekends. One day off per week.
- 6 weeks' annual leave per year, with dates to be agreed in advance by the Board of Trustees. Staff are usually expected to work on bank holidays.



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- A one-month retreat voucher for a full retreat at the House is awarded for every two years of service (or can be taken as additional leave).

Remuneration and working conditions

- You will receive a monthly salary of £500 plus full board and lodging (with no bills to pay). We will reimburse reasonable travel and any other out-of-pocket expenses for duties undertaken in the course of your work.
- As this is a full-time role, you cannot engage in paid work outside your House duties.

Additional notes

- Inclusion, equality and diversity are fundamental to our core beliefs and values. That's why we welcome people from all ethnicities, genders, sexual orientations, socio-economic classes, disabilities and ages in everything we do. Because of the nature of the role, a background in Tibetan Buddhism, ideally within the Kagyu/Nyingma lineage, is required.

Experience and skills needed

Essential

- To be a practicing Buddhist, ideally within the Vajrayana tradition and familiar with Kyabje Chime Rinpoche's teachings.
- At least two years' experience of working for a small charity or business.
- Experience of effectively managing people, organisations and teams.
- Excellent communication and interpersonal skills.
- Excellent IT skills, especially in Microsoft Office.
- Able to demonstrate proficiency in written and spoken English; additional languages are a bonus.
- A confident, kind, professional, and empathetic approach to working with people from different backgrounds.
- Able to remain calm and composed under pressure and in high-stress situations.
- Able to inspire and motivate others, as well as collaborate and build relationships effectively.



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- Highly organised with the ability to prioritise, problem solve and take initiative.
- Willingness to 'pitch in' and be flexible as required.

Desirable

- Ideally you will be a car driver with access to your own car, as the centre is in a rural location.
- Ideally you will have prior experience of living in a spiritual community or already be familiar with Marpa House.

How to apply

Please complete the application form available at www.marpahouse.org.uk/recruitment

Deadline

Applications are open on a rolling basis and will be reviewed at the start of every month. We will continue to look until the roles are filled.