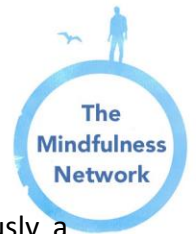


The Mindfulness Network

Operational Coordinator Role



The Mindfulness Network is a Charitable Incorporated Organisation. It was previously a community interest company. The current vision and mission for the organisation is as follows:

The Mindfulness Network Vision and Mission:

By developing mindfulness and compassion both internally and through our services, the Mindfulness Network has the intention to reduce/alleviate human suffering, promote well-being and create the conditions in which people, communities and the planet, can flourish

What we do:

- We offer a network of services that provide high quality mindfulness training, supervision, retreats and other mindfulness-based services.
- We contribute and align to national initiatives around best practice in mindfulness-based approaches (MBAs) – linking the delivery of our services to the evidence base and good practice guidance and supporting the development of the evidence.
- We contribute to and are responsive to the changing context, evidence base and evolving understanding of the theoretical foundations for the delivery of mindfulness and compassion approaches.

Who we do it for:

- Mindfulness and compassion-based training with teachers who are part of delivering the vision through their work within their communities. We endeavour to widen the scope and reach of our work; to expand the diversity of our teams and those who use our services.
- We are particularly interested in supporting the training of teachers who are working with specific projects within under-represented communities.
- Mindfulness-based practitioners wishing to establish or deepen practice.

How we do it:

- By connecting compassionately to the challenges, difficulties and suffering in the world, local communities, and individuals, including ourselves.
- Through the services offered and the network of people who provide them.
- Through showcasing creative and innovative ways of developing mindfulness and compassion.
- Through offering services at supportive rates; and through growing funding and donations to support flexible rates and bursaries.
- We aim to seek out funding opportunities to support particular projects and disseminate learning.

Our Values

To be courageous, passionate and pioneering

To be humble, committed to learning and open to change

To be creative and supportive to the communities that we work with and within



To be collaborative, fair, respectful and transparent in our communications, behaviour and decision making

To care for the well-being of others and the planet, and be safe in our work

To ensure that gratitude and generosity permeate our work

The Role

An opportunity has arisen for an enthusiastic and capable administrator to join the Mindfulness Network team. This role will involve supporting the operational and financial aspects of our work. The Mindfulness Network is developing fast, and this role will be key to our ongoing development.

Our staff are home-based and distributed around the UK. We provide services mainly in the UK, but our clients include people from overseas. This role is key to running the business, which at present focuses on providing retreats, training and supervision for mindfulness teachers and practitioners.

The role is offered part time, at 20 hours per week. Hours can be arranged to suit, subject to being able to respond efficiently to trainees, other staff and attending regular meetings. The post holder will be home-based. We are accepting applications from UK residents and those with the right to work in the UK. Most of our work is handled through online systems, and we are working hard to uplift our IT systems. This is an exciting chance to work with an organisation at the forefront of delivering services to the community of mindfulness-based practitioners and teachers, not just in the UK but worldwide. This is an opportunity not only to serve that community, but to help develop that community and the services that support it.

Role specification:

The Operational Coordinator will work with the Lead Operational Coordinator and Business Management Lead to manage and develop business, operational and finance systems which enable the Mindfulness Network's vision and goals to be practically enacted. There will be times when the operational coordinator works with specific work stream leads or staff teaching on events.

Operational/Financial Role:

- To be responsible for aspects of day-to-day management in relation to the operational, financial and business work of the CIO, as assigned by the Lead Operational Coordinator.
- To contribute to monthly team meetings and engage in long and short-term decision making as part of the team.
- To develop and manage online and interpersonal/team systems that enable effective, professional and responsive management of day-to-day business.
- To work closely with other administrative staff to enable smooth day-to-day operation of the business.
- To provide detailed records of financial transactions and manage payments.
- To raise invoices, monitor and chase payments, ensuring good credit control.
- To take responsibility for the implementation and management of business systems including adherence to (for example) data protection; ensuring appropriate insurance for the business is in place; drawing up contractual agreements with colleagues working for the business; and providing services for the business.

Co-ordination Role:

To work closely with the workstream leads on assigned aspects of activity coordination, including:

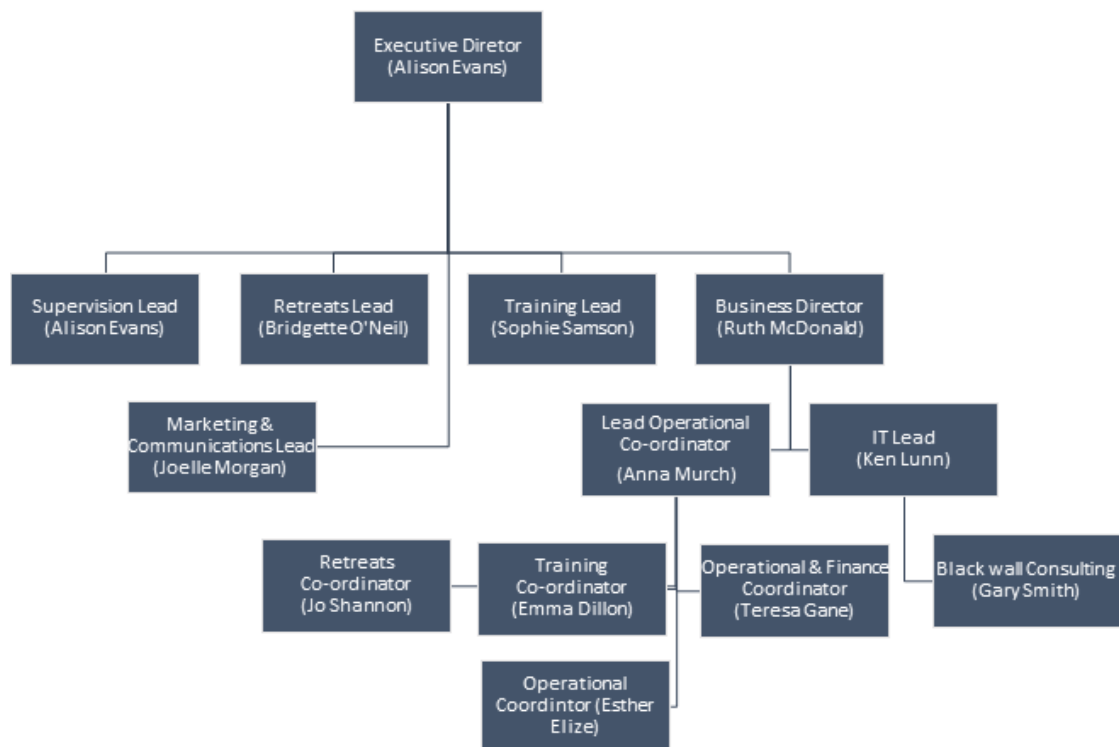
- Administration and support to all workstreams on our community site, setting up events, supporting registration of participants and updating resources for courses/events.
- Organisation and administration of team & trustee meetings, minute taking.
- Responding to email and phone queries with applicants
- Venue liaison/booking for events etc.
- To be the contact person for regular and guest teachers including booking any accommodation/travel arrangements for them as per MN policies and protocols
- To be responsible for organisational aspects of events, such as sending out pre-course letters, putting together course boxes, unpacking course boxes after event, sending out certificates
- Other directly related admin / event coordination tasks that are not specifically listed but are specifically related to running events are to be considered and discussed as they arise.

To provide cover for the Coordination team at times of absence.

Accountability

The Operational Coordinator is accountable to the Lead Operational Coordinator and to business leads where appropriate for assigned work.

The structure of the organisation is as set out below.



Location and working hours

The role can largely be done flexibly over a week. There are set times for meetings, and a need to track some items regularly, but outside of that the work can be undertaken to suit the individual. The individual will be expected to work from home and have access to the internet.

Remuneration

£12,480 per annum for 20 hours per week. There will be 100 hours paid holiday (equivalent to 5 weeks paid holiday), plus pro-rata bank holidays.

Benefits

There is the option to join the contributory pension scheme.

Person Specification

Requirements	Essential	Desirable
Qualifications and Professional Training	Educated to GCSE level or equivalent, with Maths and English at a grade C or above.	Degree level qualification or equivalent experience.

Experience / Knowledge	<p>Experience of administering services delivered to the general public and dealing with enquiries.</p> <p>Experience of financial and accounting systems.</p> <p>Experience of working in a team.</p>	<p>Experience of mindfulness-based approaches, ideally through an eight-week course such as MBSR or MBCT</p> <p>Experience of mindfulness / meditation retreats.</p> <p>Teaching experience of MBAs (mindfulness-based approaches).</p> <p>Experience of working with colleagues in different geographical locations.</p>
Skills and attributes	<p>Excellent IT skills to enable engagement with systems. Good numeracy, and able to understand financial accounts (training will be given).</p> <p>Ability to work independently and manage own workload.</p> <p>Excellent communication skills, both verbal and written</p> <p>Literate and numerate</p>	<p>Experience in a similar role</p> <p>Use of accounting systems and understanding of basic accounting principles.</p>
Personal qualities and abilities	<p>Ability to work in a complex and rapidly changing environment.</p> <p>Ability to learn new skills quickly.</p> <p>Ability and willingness to work flexibly, including outside of standard office hours</p>	<p>Open to innovation and creative approach to challenges</p> <p>Commitment to the development of mindfulness-based approaches</p>

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For further information, please contact:

Anna Murch, Lead Operational Coordinator - anna@mindfulness-network.org

or

Ruth McDonald, Business Director - ruth@mindfulness-network.org

If you wish to apply, please provide:

- a covering letter, stating why you wish to apply.
- a CV showing how you meet the person specifications.

Please send your application to Esther Elize at info@mindfulness-network.org
by 12pm on Monday 24th May 2021.

Shortlisting will take place by 4th June, with interviews on the 7th & 10th June 2021.