



## Mindfulness and Compassion Training and Retreat Lead

The Mindfulness Network serves the mindfulness community and general public through mindfulness training, supervision and retreats. We registered as a Charitable Incorporated Organisation on 3rd April 2018, with the charitable purpose of benefiting health, well-being and education by widening access to Mindfulness-Based Approaches (MBAs) through the support of education, training and vocational services. The Mindfulness Network was originally formed as a Community Interest Company in 2012 and has become a leading organisation for the provision of services to mindfulness-based teachers and practitioners in the UK and internationally, covering their professional training and ongoing good practice.

### About The Role

An opportunity has arisen to join the Mindfulness Network Leadership Team. 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.

We are a mature organisation offering a diverse range of services to mindfulness professionals and practitioners. Over 11 years we have developed our business model to cover a broad spectrum of mindfulness and compassion offerings, including supervision, teacher training and retreats. We work collaboratively and believe that the mindfulness field is made stronger through partnerships and a shared purpose to make mindfulness and compassion practices and training available to all who could benefit.

***The Mindfulness and Compassion Training and Retreat Lead*** will oversee the scheduling of our training and retreat programme, building on the existing programme and Training Pathway, with an emphasis on making it more widely accessible. This includes taking responsibility for our public courses and commissioned courses, which includes working with and through a diverse range of partner organisations. We provide services online and in-person in the UK for an international audience.

An exciting aspect of the programme is its expansion internationally, with about half of our training currently being delivered to participants outside the UK. Another exciting aspect is our recently expanded Training Pathway that extends the application of mindfulness teaching and facilitation beyond the traditional eight-week MBA into new areas of need with new modes of delivery.

We are an innovative charity and very much understand the challenges of making mindfulness and compassion training and practice widely accessible. It is through our open and innovative approach that we have been able to ride the challenges of the last few years, including the pandemic, the move to online delivery and changes in demand for mindfulness training.

We are committed to our vision and mission (*see final page*) and want the mindfulness field to develop to benefit everyone with a strong focus on EDI.

We are keen to respond to changes in demand and changes in expectations regarding training and retreats. We continue to offer a programme of public trainings but are increasingly offering commissioned training and retreats with a variety of partner organisations, in English, Spanish and Chinese. Recent developments in our training programme will enable us to offer courses in a wider range of professional and social settings. ***The Mindfulness and Compassion Training and Retreat Lead*** role will involve supporting the Mindfulness Network with seeking new ways of delivery.

Our training and retreat programme is delivered by an experienced team of associates, and a key aspect of the role is in managing and developing this team. This will include regular communication touchpoints for associate trainers and retreat leaders through our community site, online or in person. At some point we will be looking to recruit to the training team, to allow us to meet demand. ***The Mindfulness and Compassion Training and Retreat Lead*** role would play a key part in this recruitment process. (*Please note that this role is not itself a teaching/training role and you would not automatically be eligible to join the training or retreat leader team.*)

We are seeking an experienced professional who has an up to date understanding of mindfulness and compassion field and who shares our vision. That person must have relevant experience of mindfulness and/or compassion training and retreats, and be able to demonstrate strong management and leadership.

We warmly welcome applications from eligible candidates of all backgrounds and we actively encourage applications from candidates who are currently under-represented in the mindfulness world, e.g., across race, ethnicity, gender, sexual orientation, gender identity, socioeconomic status.

An outline of responsibilities, person specification, further details and the application process can be found below. **Please note the closing date is 12pm on Friday 13<sup>th</sup> October.**

## Role Specification

The key aspects of the role are summarised below:

### Accountabilities

- **Managing the programme of training and retreats.** We currently offer public courses and retreats booked through our website, and commissioned courses delivered through other organisations. This involves scheduling, assigning trainers and retreat leads, working with the operations team to set up course materials, and working with the communications and marketing team to publicise events. A key priority is making sure that the programme is deliverable within available resources and ensuring that the programme meets demand.

- Managing a team of trainers and retreat leaders. This involves supporting the team through delivery of events, assigning trainers and leads to events, monitoring and responding to feedback, and growing the team to meet anticipated demand.
- Ensuring safe and effective delivery. We take pride in our safeguarding and want our offerings to be of the highest standard to benefit our participants and to support our trainers and retreat leads. This means effective monitoring of applications, responding to issues that arise, and taking steps to improve the safety of our offerings.
- Proactively developing our offerings. The mindfulness world is evolving, and we need to keep pace with demands and expectations. This means holistically overseeing the whole programme, reviewing it, proposing changes in the light of new information, and where necessary removing offerings that no longer meet needs. It means contributing to the strategic development of the charity and responding to that.
- Collaboration. We believe that the mindfulness and compassion world is best served by an open and collaborative approach. No organisation has the complete solution, and we believe that the field is best served by a diverse community of organisations working together to make mindfulness and compassion practices widely available.
- Quality assurance. We actively encourage all our participants to provide open, anonymous and honest feedback. On the rare occasions that negative feedback is received we investigate thoroughly. Formal complaints and safeguarding concerns are recorded, escalated, discussed openly, with every attempt made to resolve issues.
- Acting as an ambassador. This is a leadership role, and there is a need to represent us in a variety of public forums. Much of our new business comes from our team engaging widely and representing our vision and mission in a positive way.

## Responsibilities

- Working effectively with the operations team. The day-to-day management of the programme is undertaken by a team of coordinators who set up events on our community site and provide a complete range of customer services supporting participants through their training and retreat journeys. An understanding of this team and supporting it in delivery is essential.
- Working within the financial constraints of the organisation. The charity relies on careful management of resources. That includes offering a programme that is self-financing. An understanding of costs and an appreciation of the need to use resources wisely is essential. Close collaboration with the Business Director is essential.
- Maintaining an understanding of the field and contributing to the development of the MN. This is a strategic role, and the future of the organisation is dependent on the ability of its leadership team to respond to changes in the field, to innovate, and to

lead not just the charity but the field as a whole. An innovative and realistic view of the field is important.

- Developing the vision, strategy and business plans. This is the collective responsibility of the leadership team, in collaboration with the trustees.
- Maintaining and developing relationships with other organisations. In support of our principle of collaboration, the leadership team work to build strong relationships with other organisations.

Consulted on / Contributes to

- Bursaries. We have a strong bursary system that helps us to offer mindfulness services to a wide variety of people wishing to offer mindfulness and compassion. A bursary panel, which this role is part of, meets monthly to consider applications.
- Policies and procedures. We have strong policies on safeguarding, equality and diversity, complaint handling, data protection and sustainability. The leadership team are expected to implement these and contribute to their development.
- Marketing and communication. The leadership team have a joint responsibility to represent the charity and ensure its purpose is clear and well understood as widely as possible.
- Fund raising and donation events. There is a strong community of volunteers that organise a rich programme of free public events that invite donations. The leadership team have a key role in supporting that programme.

## Location and Working Hours

**The role is offered part time, at 21 hours per week.** Hours can be arranged to suit standard working hours, subject to being able to respond efficiently to the associate trainers and retreat leader team, trainees and other staff. There is a need to attend regular meetings, so some flexibility is required. Regular meetings currently occur on Monday mornings. There is also a need to track the programme of events regularly to make sure this is delivered successfully.

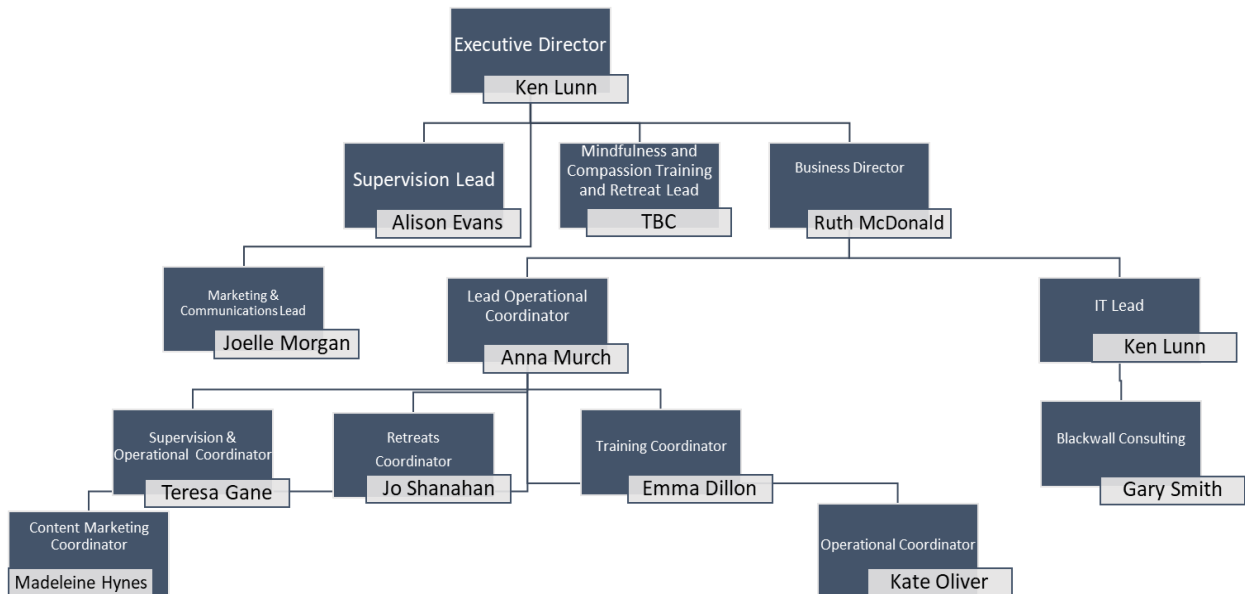
All our staff are part time, home-based and distributed around the UK. ***The Mindfulness and Compassion Training and Retreat Lead*** role will also be home-based with most of the work handled through online systems. The individual will be expected to provide all their own IT equipment and have reliable access to the internet.

The role will need to be performed from within the UK. We are accepting applications from UK residents and those with the right to work in the UK.

## Accountability

**The Mindfulness and Compassion Training and Retreat Lead** is accountable to the Executive Director.

The structure of the organisation is as set out below:



## Remuneration

**£27,300 per annum for 21 hours per week (£25 per hour).**

There will be 139 hours paid holiday, equivalent to 5 weeks paid holiday and including pro-rata bank holidays.

## Benefits

- There is the option to join the contributory pension scheme.
- There is the option to attend one MN event per year free of charge.
- A home-working allowance of £26 per month is provided to support the purchase of essential equipment needed for the role.

## Person Specification

Requirements	Essential	Desirable (but not essential)
<p><b>Qualifications and Professional Training</b></p>	<p>Educated to GCSE level or equivalent, with Maths and English at a grade C or above</p> <p>Training as an MBA teacher with a recognised organisation</p> <p>Registered as an MBA teacher with BAMBA, or equivalent professional recognition</p> <p>Evidence of sustained continuing professional development and practice in line with BAMBA guidelines</p>	<p>Degree level qualification equivalent experience</p> <p>Experience as a trainer of MBA teachers, or as a retreat lead</p> <p>Further relevant postgraduate qualifications</p>
<p><b>Experience / Knowledge</b></p>	<p>Knowledge and experience of the delivery of mindfulness-based programmes in mainstream contexts</p> <p>Extensive experience of retreats as a participant</p> <p>Experience of working in a team</p> <p>Knowledge and experience of EDI and Safeguarding</p>	<p>Experience of marketing events</p> <p>Experience of working with colleagues remotely in different geographical locations</p> <p>Experience of leading retreats and working in retreat centres</p>
<p><b>Skills and Attributes</b></p>	<p>Effective leader, team worker and team builder</p> <p>Ability to work independently and manage own workload</p> <p>Highly developed interpersonal skills</p> <p>Strong organisational skills</p> <p>Excellent communication skills, both verbal and written</p>	<p>Presentation skills: including public speaking, making videos and hosting donation events</p>

	IT skills to enable engagement with systems	
<b>Personal Qualities and Abilities</b>	Ability to develop and implement long term strategic plans  Ability to work in a complex and rapidly changing environment  Excellent influencing and negotiation skills  Ability and willingness to work flexibly, including outside of standard office hours	

## Application Process

For further information about the role, please contact either:

**Ken Lunn, Executive Director:** [ken@mindfulness-network.org](mailto:ken@mindfulness-network.org)  
**Ruth McDonald, Business Director:** [ruth@mindfulness-network.org](mailto:ruth@mindfulness-network.org)

To apply, please attach the following information via email:

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

**Please send your application to Emma Dillon at [info@mindfulness-network.org](mailto:info@mindfulness-network.org) by 12pm on Friday 13<sup>th</sup> October.**

First interviews will take place via Zoom on 7<sup>th</sup> and 8<sup>th</sup> November.

Second interviews will take place on Zoom in the week beginning 13<sup>th</sup> November.

**We would like the start date of the role to be in Jan 2024.**

Do let us know if any reasonable adjustments are needed to support you during this recruitment process – we will do what we can to accommodate them.

## 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