



Role description for Volunteer Coordinators at The Coach House

Start dates:

We are hoping to open in April 2022 and so would like Coordinators to start in March 2022. We are thinking to try and stagger the length of the placements: 4, 8 and 12 months long to allow overlap of the new Coordinators each time.

Purpose of the role:

To help with the smooth running of Sharpham Trust's Coach House Retreat Centre, including supporting and facilitating those on retreat and the upkeep of the house. This is done as part of a team of Coordinators and is under the general direction of the Coach House manager.

Main responsibilities:

- To facilitate and coordinate the activities for retreatants including: sitting meditation, walking meditation, nature-based practice, cooking, gardening and group meetings
- To communicate with people considering coming on retreat and to help with the booking of retreatants
- To help with upkeep of The Coach House and garden
- To work together with other coordinators and staff in creating an environment of emotional safety and meditative inquiry for all

There are three Coordinators and one Support Coordinator. Volunteer Coordinators rotate: two weeks on followed by one week off.

Knowledge and experience:

- A regular mindfulness meditation practice
- Experience on mindfulness or Buddhist retreats, including having been to The Coach House or The Barn on retreat at least once
- Knowledge of, or a strong interest in the natural world
- Experience facilitating groups is preferable, though not essential

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Skills and behaviour:

- Basic skills in gardening, landscaping, conservation, basic administration and IT
- Ability to work as part of a team, and show empathy, care and equanimity
- Self-awareness and emotional intelligence, particularly in terms of recognising one's own emotions and how these emotions may affect others
- An interest in people, including skills in active listening and empathy, in addition to a sense of curiosity and open-mindedness
- Willingness to learn and ability to self-reflect
- Appreciation of nature of the Sharpham Estate

Volunteer Commitment

This is a voluntary role and as such there is no contract between the Sharpham Trust and the individual volunteers. The Trust asks prospective volunteers to make a commitment to the role and placement but the individual is free at any time to end their volunteering.

- 12 months volunteer placement but initially we are looking for people who can do either 4 months, 8 months or 12 months.
- Pattern: Rotates between two weeks full-time within the retreat, and one week off.
- Hours: During the two weeks facilitating, the pattern is that the group arrives Sunday and departs the following Saturday. Coordinators are on call 24 hours and in practice they have evenings and some afternoons free
- Booking of time away from The Coach House: Coordinators must agree this prior to commencing their placement
- There is the possibility of a further period of volunteering following completion of the 12 month placement

Conditions of volunteering:

- Legal right to live in the UK for twelve months or longer
- Because this role engages with vulnerable adults, any offer of volunteering is conditional on receipt of a satisfactory enhanced DBS check
- Coordinators receive a small monthly stipend plus dana, free food, accommodation and utilities



Volunteer recruitment:

Once the application has been filled in, we will let you know when the position will be shortlisted. After shortlisting, we may invite applicants to have a video call or to come and visit.

Because we strive to secure a coordinator team that is reflective of the retreatants in terms of demographics, our decision of who to invite as a coordinator is informed by age and gender of applicants.

Location:

The Coach House, Sharpham House, Sharpham Estate, Ashprington, Totnes, Devon, TQ9 7UT

Accommodation:

Coordinators will live in No1 Bungalow which is located very close to The Coach House. They will have their own bedroom and access to a shared bathroom, kitchen and lounge. Meals are provided as part of the retreats.

Note for pandemic times:

We plan to open The Coach House in April 2022. This is subject to what happens with respect to the pandemic. We are currently running retreats successfully.

Deadlines for applications - Sunday 2 January 2022

Interviews – Thursday 13 January 2022

Enquiries to coachhousemanager@sharphamtrust.org