



The English Sangha Trust
Amaravati Buddhist Monastery
Great Gaddesden
Hemel Hempstead
Herts. HP1 3BZ

Registered Office
Charity No 231310 Company No 0565499

Vacancy for the Position of The Trust Secretary 4-5 days per week negotiable

The English Sangha Trust Ltd invites applications from experienced senior administrators to assist the voluntary trustee Board in running this charitable company. The vacancy arises because of the retirement of the current Secretary, though she expects to continue in other roles.

Candidates will need to be able to demonstrate the following Essential attributes:

- Several years' relevant (paid or unpaid) experience in a charitable or public service setting, and/or company
- Understanding of current English law and its applicability to a small employer which has many volunteers and two large sites open to the public.
- Excellent written and spoken English
- Being self-motivating and able to work on own initiative
- Moderate computer literacy
- Being organised, discreet and reliable

Applicants will need to be attuned to the aims and ethos of the Monasteries and able to abide by the five precepts undertaken by Buddhists.

Whilst candidates should be numerate, accounting skills are not a requirement.

Further general information about the Trust is available from its submissions to The Charity Commission, Companies House and the monasteries' websites, amaravati.org and cittaviveka.org.

Terms and Conditions

The role of Trust Secretary is shaped by the annual cycle of the monastic community, with the busiest office periods being March-November. All Trust and Finance sub-Committee meetings are held on Saturdays (with time off in lieu) and attendance in person is needed. Some working from home is possible but for the first two years at least the Secretary will need to be on-site, at Amaravati, four days per week, particularly in the mornings.

The salary is open to discussion in the range £35k-£45k fte. The Trust offers a fairly standard contract to its employees, including a 7.5% employer pension contribution through NEST. If full-time work is required, additional tasks related to general monastery management can be added to the Board-focussed areas of responsibility listed below.

Application Process

To apply please send your CV and a covering letter outlining how you meet the requirements of the role, to Caroline Leinster, Trust Secretary est@amaravati.org. The closing date for applications is 8am Monday 11th March 2024, and interviews will be held in April.

1. Introduction

The English Sangha Trust Ltd (EST) is the steward of two Theravada Buddhist Monasteries, one in Hertfordshire near Hemel Hempstead, and one in West Sussex, near Midhurst. It is a Charitable Company established in 1956, for the purpose of providing residential accommodation for monastics plus facilities and publications for lay people.

The Trust Board meets four times a year and wishes to appoint a Trust Secretary. This is a role which plays a key part in creating the high current governance standards, through servicing meetings and helping with the fulfilment of the decisions. In addition to Board meetings, the Finance sub-Committee meets twice a year and the Investment sub-Committee as and when required. There is a short Annual General Meeting before the 4th Board meeting of each year.

There are currently seven trustees, whose work is guided by senior monastics who attend and hold a share each in the Company on behalf of the community. The relationship between the Trust and monastic community is described in a Memorandum of Understanding and Intention.

Most activities have their own teams, many led by resident monastics or lay volunteers. Accountancy, in particular, has its own team of paid staff and volunteers. Significant building projects are undertaken by a wholly-owned Company, Amaravati Developments Ltd. See the appended Organisation Chart.

2. Tasks

2.1 The key tasks of the Trust Secretary are to lead on:

- The timely preparation and distribution of agendas, and papers for the Board and FsC, as electronic links and on paper.
- The production of draft Minutes.
- Writing or commissioning papers necessary for keeping the Board informed and ensuring good governance.

2.2 To support the Chair and other post-holders in relation to strategic initiatives, such as Ageing Samanas, building projects, long-term investments and financial planning.

2.3 To recognise the need for a legally compliant perspective on any relevant matter, and be able to provide it, or acquire it as requested, through the Trust's solicitors and advisors. Examples include GDPR, health and safety and equalities law.

2.4. To represent the Trust as an authorised person in relation to a range of contracts, and to review drafts and proposed arrangements. This includes staff contracts and some personnel-related activities.

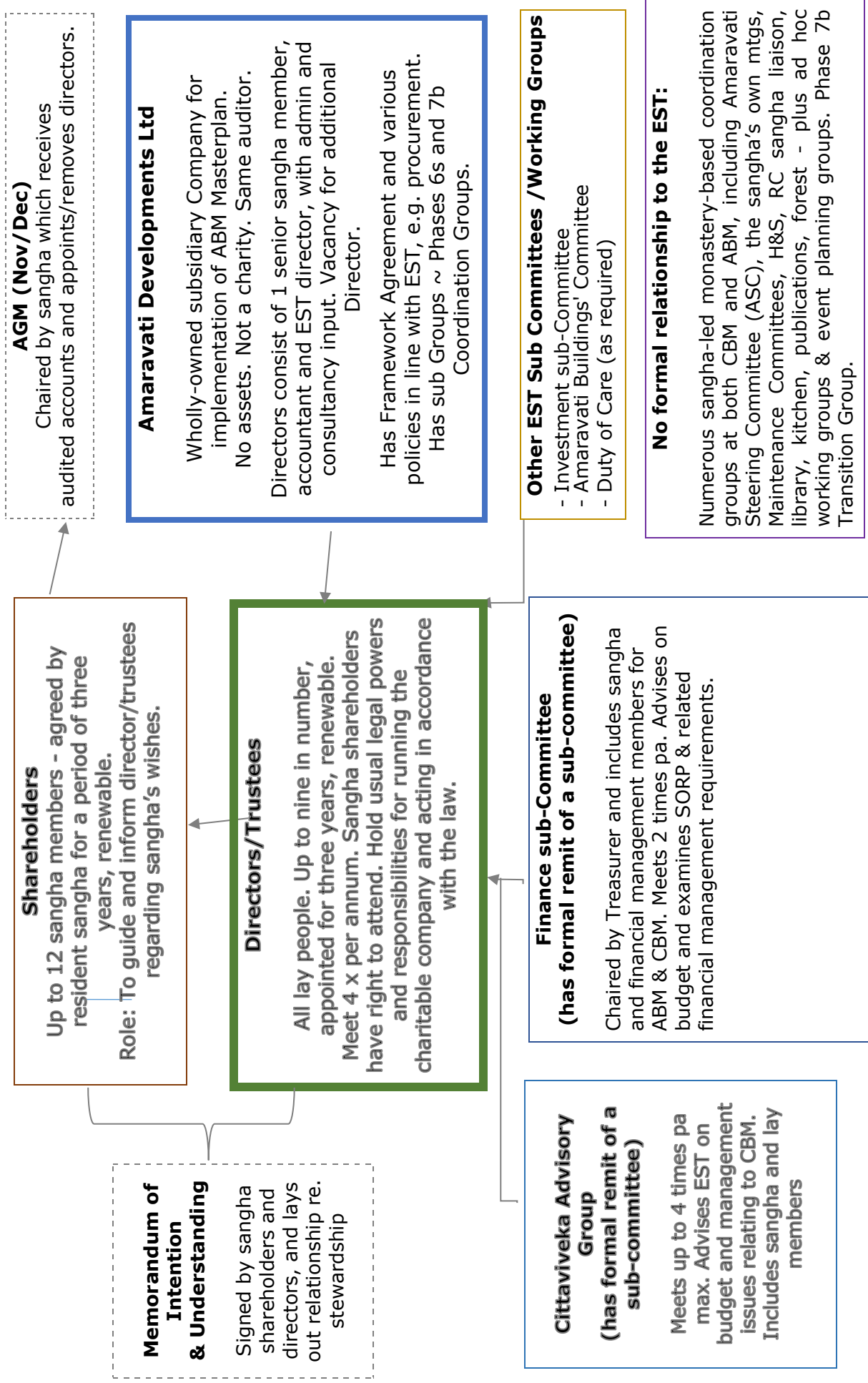
2.5 To represent the Trust as the authorised Legacy Officer, and undertake dialogue with potential legators, and executors' representatives.

2.6 To liaise with the finance team and others to ensure the timely provision of information to meet the requirements of the EST Board's decision-making timetable and processes' and support the implementation of e.g internal financial controls, budget creation, understanding and use of the purchasing system for agreed projects. To make purchases as necessary and provide monthly records.

- 2.7 To administer the visa sponsorship scheme,** keeping up-to-date with relevant Home Office Guidance, internal records and the provision of information for sponsored monastics.
- 2.8 To liaise with Amaravati Developments** ensuring good communication and the timely provision of information regarding the requirements of the Board's decision-making timetable and processes.
- 2.9 To liaise with the Sangha Welfare coordinator** to ensure that the needs of ageing and/or infirm community members are properly addressed.
- 2.10 To participate in the creation, implementation and review of policies relating to the Trust's duty of care to children and vulnerable adults.**
- 2.11 To store contracts and other significant documents,** and be able to produce them as requested e.g. during the annual audit and as needed. To archive records as necessary including electronically.
- 2.12 Arrange trustee and sangha shareholder inductions.** From time to time, new trustees and sangha shareholders are appointed and they are provided with the governing documents and the opportunity to meet and discuss how the Trust works.
- 2.13 Preparation of the annual diary** of meetings.
- 2.14 Other tasks as necessary** for the smooth and efficient working of the Board and the Charity.

The English Sangha Trust Ltd

Organisation Chart 2023, showing the EST, ADL and Related Groups



AGM (Nov/Dec)

Chaired by sangha which receives audited accounts and appoints/removes directors.

Memorandum of Intention & Understanding

Signed by sangha shareholders and directors, and lays out relationship re. stewardship

Shareholders

Up to 12 sangha members - agreed by resident sangha for a period of three years, renewable.

Role: To guide and inform director/trustees regarding sangha's wishes.

Directors/Trustees

All lay people. Up to nine in number, appointed for three years, renewable. Meet 4 x per annum. Sangha shareholders have right to attend. Hold usual legal powers and responsibilities for running the charitable company and acting in accordance with the law.

Amaravati Developments Ltd

Wholly-owned subsidiary Company for implementation of ABM Masterplan. No assets. Not a charity. Same auditor.

Directors consist of 1 senior sangha member, accountant and EST director, with admin and consultancy input. Vacancy for additional Director.

Has Framework Agreement and various policies in line with EST, e.g. procurement. Has sub Groups ~ Phases 6s and 7b Coordination Groups.

Other EST Sub Committees / Working Groups

- Investment sub-Committee
- Amaravati Buildings' Committee
- Duty of Care (as required)

No formal relationship to the EST:

Numerous sangha-led monastery-based coordination groups at both CBM and ABM, including Amaravati Steering Committee (ASC), the sangha's own mtgs, Maintenance Committees, H&S, RC sangha liaison, library, kitchen, publications, forest - plus ad hoc working groups & event planning groups. Phase 7b Transition Group.

Finance sub-Committee (has formal remit of a sub-committee)

Chaired by Treasurer and includes sangha and financial management members for ABM & CBM. Meets 2 times pa. Advises on budget and examines SORP & related financial management requirements.

Cittaviveka Advisory Group (has formal remit of a sub-committee)

Meets up to 4 times pa max. Advises EST on budget and management issues relating to CBM. Includes sangha and lay members