

*help serve the transformation of human consciousness*

# ADMINISTRATION & LOGISTICS COORDINATOR

full time residential position

The Programme Creation & Coordination (PCC) cluster is currently undergoing a significant strategic review and expansion of its programme offerings and we are now seeking to build a dynamic, creative and focussed team.

The PCC cluster is mainly located in the Park Building and is responsible for the strategy, planning and delivery of the Findhorn Foundation workshops, conferences, events, online learning and social and corporate programmes.

Open to existing and former staff and Senior Leaps. In cases where the skills match is high, we will consider applications from candidates who have done Experience Week and are open to progressing through the FF entry programmes while fulfilling the role. There will be a six-month trial period and we are seeking a 1 year commitment.

## RESPONSIBILITIES

- **PROVIDE** administrative support for each of the areas within the PCC cluster in their running of the yearly schedule of programmes
- efficiently and gracefully **STREAMLINE** and **CONSOLIDATE** the PCC cluster's administrative, contractual and budgetary processes in order to maximise synergy between areas which up to now have developed independently of each other
- as a result of the above, **PROVIDE** input into strategy for future development of processes
- **KEEP** abreast of relevant legislation e.g. GDPR and Brexit, which may affect existing procedures
- **ADMINISTRATE** and **STREAMLINE** FF contracts and agreements with external presenters, workshop leaders and conveners

## SKILLS

- excellent organisational, verbal and written communication skills
- team player and ability to foster good working relationships
- ability to use own initiative and to work within deadlines
- good working knowledge of Word/Google Docs and Excel essential
- strong interest in streamlining processes
- background in administration and ability to thrive in a full time office job
- good grounding in the vision of the FF and personal spiritual practice

CV and cover letter to  
[programme.director@findhorn.org](mailto:programme.director@findhorn.org)

Closing date **13 May**

[findhorn.org/jobs](https://findhorn.org/jobs)

FINDHORN  
FOUNDATION