Cluny Home Care Focaliser

Full-time position (35 hours per week) and required to live at Cluny

Salary £17,745/annum

We are inviting applicants to apply for a staff position within the Findhorn Foundation, for the role of focalising Cluny Campus Homecare department.

Cluny Campus houses residents and guests in a nourishing and transformational environment, providing a unique and rewarding living experience, and requiring a commitment to inner work and reflection. Cluny Homecare holds a key role in the preparations to reopen the campus for guests. The post holder is expected to be part of the focus team who ensures smooth running of Cluny campus. We expect the holder of this post to be aligned with the spiritual impulse of the Findhorn Foundation and committed to embody and implement the spiritual core principles in daily life.

The role is open for ex Foundation staff and applicants who have completed six months of Leap and feel called to serve the planetary purpose of the Foundation.

Responsibilities:

- Embodying the spiritual principles of the Findhorn Foundation in everyday life and practicing the commitments of the Common Ground.
- Overall awareness of the well-being of staff, volunteers, and guests.
- Holding the overview of the day-to-day work tasks.
- Being responsible and accountable for the smooth running of the department and holding volunteers and guests to perform departmental tasks.
- Liaising with other departments around accommodation and maintenance needs.
- Holding group cleaning projects.
- Adhering to all Health & Safety regulations.
- Contributing to the formulation of budgets, monitoring and reporting on budgets.
- Holding a leadership position as a member of Cluny Focus Team.

Skills:

- Good understanding and knowledge of the Findhorn Foundation and community.
- Good interpersonal and communication skills, verbal and non-verbal.
- Good organisational, prioritisation and time management skills.
- Good administration and logistic skills including understanding and management of budgets.
- Sound judgement and decision-making skills,
• Good initiative and ability to step in where needed.
• Physically fit and emotionally mature.

Salary:

The salary is £17,745 per annum, you are required to live at Cluny and pay rent.

To apply, please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to hr@findhorn.org. Closing date: December 27th 2021. Interviews will be held in January 2022.