

Focaliser Cluny

Home Care department



**Full time, 35h/week, required to live at Cluny,
rental charge applies
£18,018/year**

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

Our Cluny site 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. The post holder will be part of the leadership team, which ensures smooth running of the Cluny site. We expect the holder of this post to be aligned with the spiritual impulse of the Findhorn Foundation and committed to embodying and implementing the spiritual core principles in daily life.

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.
- Liaising with other departments around accommodation and maintenance needs.
- Being responsible and accountable for the smooth running of the department and holding volunteers and guests to perform departmental tasks.
- 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.
- Excellent interpersonal and communication skills, verbal and non-verbal.
- Good organisational, prioritisation and time management skills.
- Good administration/logistic skills, including understanding/management of budgets.
- Sound judgment and decision-making skills.
- Good initiative and ability to step in where needed.
- Physically fit and emotionally mature.

The salary: £18,018/year, required to live at Cluny, rental charge applies.

To apply: please send a CV and cover letter of no more than two pages indicating how you fit the requirements to hr@findhorn.org.

Closing date: 9am Monday 23rd May 2022.

We are an Equal Opportunities Employer