

LONDON INSIGHT

MEDITATION

Posts: Programming Director and Operations Director

Background information

London Insight Meditation ("LIM") is a small registered charity with the mission of:

- ensuring that the Buddha's teaching is readily accessible in London
- supporting the efforts of Londoners at every stage of the path to understand the Dharma and realise it in their own lives
- fostering the growth of the community of Londoners who are inspired by the Buddha's Dharma.

Our main activity has been running highly regarded and well attended day events and short courses with Dharma teachers associated with the Insight tradition. We generally run about 30 events a year. Because of the Covid-19 pandemic, we have begun to deliver events online. Our current programme and more details about LIM are available on our [website](#).

The current situation offers LIM some challenges, as well as opportunities. We anticipate that it may not be appropriate for us to offer our usual in person programmes in the near future, so we will need to continue transitioning and developing our programme online. This offers an opportunity to consider our positioning in the evolving and expanding landscape of online Insight offerings. Whilst we continue to see Londoners as our primary audience, the online market is inherently global, which we need to take into account.

In order to take advantage of this opportunity, we are looking for two leadership roles:

- Programming Director
- Operations Director

Both roles require at least a year's commitment, preferably longer. We recognise the importance of volunteers feeling that they have a well defined role with clear boundaries of responsibility and activity that can be fit within other commitments. Depending on skills and interests, appointment as a trustee is also an option.

Programming Director

Purpose and scope of role

The Programming Director is a new role leading on the strategic development of LIM's programme. The main responsibilities include:

- Leading on programming strategy and development
- Leading on relationship management with our current and future Insight tradition teachers (including the establishment of a 'Teacher Advisory Group').

Personal qualities and experience

- Knowledge of the Insight meditation tradition, London Insight Meditation and a commitment to personal practice
- Ability to think strategically and creatively
- Ability to liaise with external stakeholders (especially teachers, but also related organisations such as Gaia House, Bodhi College, Spirit Rock, IMS, etc)
- Willingness to collaborate as part of a decentralised team managing LIM's events, marketing, IT support, finance, etc.
- Some experience with or interest and aptitude for programming design and development.

Operations Director

Purpose and scope of role

The Operations Director role is a re-scoped role in order to contain it to a more manageable commitment. LIM has always had a Director, but we feel that programme development deserves particular attention at this time. The Operations Director will therefore be responsible for the delivery of the programme. The main responsibilities include:

- Supervising the delivery of an online and in person programme by managing a planning cycle to time and on budget
- Ensuring processes are in place to support the implementation of events
- Ensuring the appropriate policies are in place to secure the health and safety of events
- Sharing hosting of events with team
- Supervising the recruitment, training and management of event volunteers (by the Events Manager)
- Line management of the Events Manager (a part time contractor)

Personal qualities and experience

- Knowledge of the Insight meditation tradition, London Insight Meditation and a commitment to personal practice
- Some experience in operational management (ideally, but not necessarily, in a charity environment that relies on volunteers) and comfortable in a leadership role
- Experience managing contractors and other suppliers
- Willingness to collaborate as part of a decentralised team managing LIM's programming, marketing, IT support, finance, etc.

Gift of service

These are both opportunities to substantially shape how LIM delivers its mission in the future. We are a small team and are proud of what LIM has achieved in the last 20+ years. We see our service to LIM as part of our dharma practice and the exercise of generosity. Roles are unpaid, but directors can attend events free of charge. We anticipate that these roles will require 5-6 hours a week as well as attendance at meetings and some events.

We are keen to increase the diversity of the LIM team and would like to encourage interest from people from ethnic minority backgrounds, disabled people, LGBT+ people, people from different socio-economic groups and younger people.

If you would like to discuss either of these roles, please contact our trustee, Lucy West on lucy.west.lim@gmail.com.

Application is by covering letter with CV indicating why you are interested in the role. Closing date is August 7th.