Purpose and Roles

In order to support the adoption and application of Shambhala’s new Code of Conduct, Shambhala is recruiting International and Regional Code of Conduct Council Members, and Code of Conduct Facilitators.

It is anticipated that Code of Conduct Facilitators (CCFs) and Council Members will be asked to serve for 10-15 hours per month, including time to address concerns and complaints, training and communications.

The appointments are from Shambhala Day 2021 and will be for a three-year, potentially renewable term.

Code of Conduct Facilitators

Code of Conduct Facilitators (CCFs) will provide key support in Shambhala locations facilitating and coordinating the process by which complaints and concerns are received and addressed. This role is the central reference point locally for people involved in the process, and engages from the point where someone decides to raise a concern or formal complaint, to monitoring any reparative or protective measures that are taken as a result, as outlined in the Code of Conduct Procedures and Guidelines.

A Code of Conduct Facilitator may work in their own location, or globally as needed, either face to face, or via videoconferencing. They will liaise with local leaders and the International and Regional Code of Conduct Councils, as well as the Director of Community Care and Conduct.

Code of Conduct Facilitators will receive training in Code of Conduct policies and procedures, gender dynamics, right use of power, restorative justice, and other
topics. Individuals holding this position will be supported by the Office of Community Care and Conduct. A background check will be required.

**Qualifications**

1. Membership in Shambhala and commitment to a personal meditation practice.


3. Well-developed organising skills, and the ability to support and coordinate a multi-faceted, formal process, taking initiative, keeping others informed, and ensuring that details are attended to.

4. Strong interpersonal skills, particularly listening skills, interview skills, and the ability to maintain an unbiased stance.

5. Demonstrated experience in engaging sensitively and receptively, and maintaining equanimity, in confrontational situations and with individuals and groups who may be under stress.

6. The ability to create accurate, clear notes and reports to summarise meetings, events and outcomes.

7. Fluent with the use of online communications, emails and documents, and basic experience with databases.

8. Commitment to respect diversity and to accommodate accessibility needs.

9. Ability to contribute to a collaborative, mutually supportive environment.

10. Commitment to ongoing learning, and an ability to provide and receive feedback.

11. Commitment to the highest level of integrity and confidentiality.

Applicants may have a background in managing group processes, in human resources, trauma-informed care, restorative justice or mediation. Working with others in the context of interpersonal conflict, is an advantage.

**HOW TO APPLY**

Please submit your application by email to: tara.templin@shambhala.info, referencing in the subject line your name and “Code of Conduct Facilitator”.
• Include a **CV and an explanation of why you are interested in applying.**

• **List two references, at least one from the Shambhala community.**

• **If you are unsure whether your experience matches the specific qualifications sought, please do not hesitate to ask.**

• You will receive an acknowledgement of your application. Applications will be accepted on an on-going basis.

• **Applicants fluent in English from European, Central and South American countries are encouraged to apply.**