



Job pack Healing Administrator

## Administrator Healing – part time

**Salary:** £26,000 prorated for part time

**Based:** Liss, Hampshire

**Location:** Onsite Working

**Hours of Work:** Part time 15 – 18 hours per week

**Contract:** 6 month fixed term contract

The White Eagle Lodge is a spiritual organisation. It is not necessary for the applicant to be a member or adherent of the Teachings, but respect and empathy are required for the spiritual aspects of the work and the values and ethos of the Lodge.

Experience of an administrative role and good knowledge in using Word and Excel is highly valued. It is not necessary but beneficial to have experience as a contact healer within the White Eagle Lodge.

For an informal discussion about the post please contact Frank Hansen on 01730 893300 or email [rozita.hansen@white-eagle.org.uk](mailto:rozita.hansen@white-eagle.org.uk)

To apply please submit your CV and a supporting statement, outlining how your experience meets the criteria, to [support@bespokehr.com](mailto:support@bespokehr.com) Job ref: WELADMIN2024

Closing date: 6<sup>th</sup> May 2024

### What we can offer you

You will be working in a pleasant, rural working environment. Benefits include 25 days annual leave plus bank holidays (Prorated for part time); access to the NEST pension scheme; enhanced sick pay and access to an Employee Assistance Programme. We offer an environment which encourages development, empowerment and personal responsibility.

## **Job Description**

**JOB TITLE: Administrator healing**

### **JOB PURPOSE:**

1. To work as a member of a collaborative, self-managing team administering all aspects of the White Eagle Lodge's contact healing work.
2. To assist in the development of the healing work
3. To provide practical and administrative support and assistance in the day to day running of the Healing team and in updating healing training material and manuals.
4. To ensure the White Eagle Teachings are fully reflected in the Contact Healing work, under the guidance of the ministerial person in the Healing team.
5. To ensure that the work of the Lodge and its outputs are consistent with its charitable objectives and its ethos.

### **PERSON REQUIREMENTS**

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Experience of an administrative role and good knowledge in using Word and Excel is highly valued. It is not necessary but beneficial to have experience as a contact healer within the White Eagle Lodge.

### **RESPONSIBLE TO:**

Team Mentor for the Healing team

### **RESPONSIBLE FOR:**

None

### **MAIN DUTIES AND RESPONSIBILITIES**

Assist in the development of the healing work.

Assist in communicating with Contact Healing Supervisors.

Assist in administering the practical organisation of the Healing Courses.

In liaison with the Healing Facilitator assist in producing written training material and manuals and in producing written content for the website.

Assist in the smooth overall running of the Contact Healing services at New Lands, liaising with other members of the Healing team, volunteers and helpers as necessary.

Administer the insurance cover for contact healers in the UK and Ireland and maintaining a database register of Registered Healers for the regulatory function of UK healers.

Liaise with volunteer helpers/staff members to ensure the thrice yearly mailings for distant healers are dispatched in a timely manner.

Together with the healing team members maintain a nurturing, healing atmosphere within the team and maintain confidentiality and comply with GDPR requirements.

Other duties as necessary and commensurate with the role.

Within collaborative self-managing teams, individual team members have responsibility for specific tasks and areas of work; although knowledge is shared to facilitate effective working and to enable colleagues to provide cover for each other. The team discusses and agrees any changes to ways of working, referring to the Coordinating group as necessary. All teams have a member with Ministerial/spiritual input/outlook. The team makes a yearly budget proposal, with help from the Finance Officer and after agreement from the Trustees they work on keeping costs down and oversees the financial performance within their agreed budget. If financial investments outside the budget are needed it is taken to the Coordinating group who consults the Trustees.

The team ensure all work is carried out effectively and efficiently, plan and coordinate procedures and systems to streamline processes within the team and keep up with skills development that are needed to carry out their tasks. The teams plan and agree between themselves when leave of absence is taken so that the necessary work can continue.

The teams ensure their outputs are consistent with the Lodges charitable objectives and its ethos and ensure the Trustees are made promptly aware of significant issues including any that might affect the reputation, financial position, health and safety, business continuity etc of the Lodge.

Individuals may also be invited and/or volunteer for other project teams that are formed on a temporary basis to progress specific projects and will also work in a collaborative and self-managing way. Team members should consider whether they have the capacity to take on such additional work and discuss with their team as necessary.

Person specification

Attribute	Essential	Desirable	Method of Assessment
Experience	-Experience in an administrative role in a small organisation	-Experience of being a distant and/or contact healer in White Eagle Lodge is valuable but not necessary	CV Interview
Interpersonal skills	<ul style="list-style-type: none"> <li>-The application of sound judgement</li> <li>-Effective prioritisation and organisation skills</li> <li>-Ability to develop and maintain good working relations</li> </ul>		CV Interview
Communication	-Effective written and verbal communication skills		Interview
Personal Qualities	<ul style="list-style-type: none"> <li>-Excellent customer focused attitude</li> <li>-Ability to work as a team player as well as autonomously</li> <li>-Attention to detail</li> <li>-Ability to take initiative, multi-task and prioritise workloads</li> </ul>		CV Interview
Technology / IT Skills	<ul style="list-style-type: none"> <li>-Highly computer literate with ability to use Microsoft Office applications</li> <li>-Easily learn new IT programs/applications</li> </ul>		CV Interview
Education and Training	-Evidence of continuing professional development	-Relevant qualifications	CV Interview
Knowledge		-Knowledge of White Eagle healing	Interview

## Ethics, Ethos and Values

The following paper was created by the staff and trustees to describe how our behaviour towards each other is striving to fulfil the standards as set out by one of the core teachings of the White Eagle Lodge.

*The White Eagle Lodge has behind it a fine purpose. That purpose extends far into the future. It is to bring to earth a standard of life which is in harmony with infinite love.*

We all have obligations and responsibilities to each other.

We need to examine our actions, our words, our thoughts to see if we measure up to the standards of kindness.

As a member of staff/trustee I undertake to do my best to ensure my behaviour reflects kindness and respect towards all members of staff by:

1. Demonstrating **tolerance** towards spiritual practices within the White Eagle Lodge
2. Showing **respect, kindness and courtesy** in speech and action.
3. **Listening** attentively to each other without undue criticism.
4. Developing an **understanding** of the unique diversity of individual personalities.
5. Demonstrating **tolerance** for the different spiritual beliefs or non-beliefs of all staff members.
6. Showing a warm **welcome** and **patience** to new staff members as they gain information about the organisation and the ethos of the Lodge.
7. **Respectfully honouring** the personal boundaries of all staff, with understanding and kindness.

**I accept and respect** the above points and that the Ethos and Values of the Lodge are based on the White Eagle teachings.



## New Lands office structure, Teams with staff

