



School of Bhakti is in a pioneering chapter of its history. We aspire to create something that will go around the world and touch the lives of people far and wide. We are blessed to have a team of diverse, creative and highly motivated individuals who offer their time and energy in serving others and making the world a happier place! You are welcome to join us and be part of history in the making!

Property Liaison Officer(s)

- The role of the Property Liaison Officers is to facilitate the smooth running of the properties projects by building and maintaining positive relationships to ensure effective liaison between the various stakeholders.

RESPONSIBILITIES

- Gather information on the needs and requirements of the various School of Bhakti Streams, and produce report(s) on the proposed usage of various buildings in order to maximise utility and functionality
- Liaise with the wider Bhaktivedanta Manor committees and contractors to come up with a final plan(s) for the SB property
- Check design documents with architects, surveyors and engineers
- Remain in regular communication with the committees and contractors to answer questions and optimise the work being carried out, ensuring quality control and troubleshooting any issues that may arise
- Propose a system of property maintenance and management for the ongoing operation of the SB Property

SKILLS REQUIREMENTS

- Strong communication skills - for liaising with a wide range of teams, committees and contractors
- Leadership skills and an ability to motivate your team to ensure a high standard of work
- Excellent planning and organisational skills - for writing and monitoring project plans and schedules and utilising time and resources effectively
- Resilience and problem-solving skills - in order to overcome unexpected challenges during the construction process
- Strong attention to detail for conducting site inspections and managing complex contracts
- Awareness of health and safety procedures and legislation - for ongoing operation and maintenance plans for the SB Property
- Numerical and IT skills, including knowledge of relevant building methods and project management software to manage information and finances during the project.



TIME COMMITMENTS

(Please input below the time commitment required in hours per week for this role)

- 3-5 hrs per week (though this will increase in the months prior to, and during, construction work)

BENEFITS

Practical support and provision of resources to empower you in carrying out your task.

Ongoing support for your spiritual development through courses and discussion groups.

Your team lead will guide you to help you progress in your area of service.

Points of contact where any suggestions, concerns and complaints can be raised. After volunteering for a minimum of three months 50% off all online courses, after volunteering for a minimum 6 months 50% off courses held onsite.

HOW TO APPLY

Please complete this [application form](#)