

## ROLE DESCRIPTION

<b>Title:</b>	<b>Listener-Convener</b>
<b>Term:</b>	<b>2 year</b>
<b>Hours:</b>	<b>30 Hours per week</b>
<b>Remuneration:</b>	<b>£8.75/hour</b>
<b>Reporting to:</b>	<b>NFA Council</b>
<b>Key Contacts:</b>	<b>Council, PeaceKeepers, Community Organisations &amp; Representatives, Community members</b>

### Overview:

The NFA Constitution defines the Listener-Convener Role as follows:

*“The Listener-Conveners serve the Association by listening to the members, sensing the pulse of the Association, being spiritually attuned to its purpose, identifying key issues, and focusing appropriate Association attention on these. Their function is to accelerate the evolution of the Association and its members toward their highest potential through the achievement of the Association’s Purpose.”*

Association’s Purpose is defined in Section 2.1 of the Constitution as:

*“The purpose of the Association is to be a diversity of people showing by example a way of living in the world in alignment with Spirit, in co-operation with each other, and in service to the Earth. The purpose of this Constitution and the bodies it creates is to enable and facilitate that purpose”.*

The Listener-Conveners (LCs) hold a strong and subtle container for the ever-evolving process of the NFA community. By practicing patience, by listening to the diverse needs and experiences of the community, and by bringing together individuals and groups at key moments, the LCs support the flow of information, connection, collaboration, and when necessary, repair in the community. They support emergent opportunities to arise indirectly, by setting the stage rather than by directing the players. And, they lead by example, inviting the community to interact harmoniously with the strength of their own engagement with Findhorn’s Common Ground.

The potency of the LC role arises as much from each LC’s ability to delegate, embody, and wait as it does from their ability to organise, explain, and act. It is important that each LC takes a balanced approach that creates and supports opportunities for the evolution of the community’s process while listening, allowing, and stepping back when the initiative is caught by others. Finding such a balance between being and doing is an ongoing exploration, and is at the core of the LC role.

### Key Tasks and Responsibilities:

This central community role:

- Ongoingly listens for, identifies, and maps areas of strength, challenge, interest, and growth in the NFA community;
- Convenes meetings / groups, and/or initiate processes that have been identified within the Association;
- Inspires, initiates, nurtures and brings enthusiasm for what is possible at Findhorn, including in co-creation with the wisdom/intelligence of Nature
- Carries an awareness of the Pastoral needs within the community, to help explore appropriate responses;
- Builds and maintains positive and communicative relationships with and between a wide range of individuals, groups, organisations and businesses within and associated with the NFA;
- Holds a “big picture” awareness, and ongoingly identifies and supports opportunities for the community to evolve toward its highest potential;
  - as described in the current iteration of the Association’s Purpose, and the whole “Community Purpose”;
- Acts as a focal point to bring together ideas and suggestions in a constructive way;
  - Eg: bringing attention to Council, Enquiry Circle or relevant governance structure

- Catalyses and Supports community activities, but does not personally lead or coordinate them, unless requested and appropriate to do so:
  - Catalyses new community projects (ie: Community Change Process);
  - Supports ongoing/established 'Community rhythms' (ie: the Winter Gathering, Community Birthday, etc)
- Attends Council meetings, and facilitates / focalises through the Sociocratic processes, in order to focus the Council's attention on issues that concern the community;
  - *Note: Current NFA constitution states the LC is present "as non-voting co-chair"; this is shifting towards adoption of Sociocracy in practice, but constitution is not yet reflected.*
- Acts as a liaison between NFA Community members and Council;
- Acts as a link between Findhorn Foundation and NFA;
- Ensures opportunities to maintain a sense of cohesion between the various elements of the community:
  - The LC Role extends beyond The Park, including other geographical locations of the Community (e.g. Forres, etc).
- Supports – but does not perform – the PeaceKeeping process:
  - Addresses peace-related concerns, and directly supports members to enact the PeaceBuilding Protocols (as these become available from the Peace Guild);
  - Calls upon the PeaceKeepers to facilitate Peacebuilding when requested by an NFA member;
- In collaboration with the editor, supports the final Editing of the Rainbow Bridge to ensure an aligned message is being communicated.
- Delegates some Administrative duties to other staff to ensure duties are within allocated hours
  - eg: organising the Winter Gathering, responding to emails via Findhorn website, find support from other staff/Council or community member where needed, etc

## **PERSON SPECIFICATION**

The following outlines the essential and the desirable experience, skills, abilities as well as the best type of character for the post.

### **Essential — Experience, Skills and Abilities**

- Excellent listening and communication skills:
  - Ability to listen deeply, and to offer both heartfelt and practical reflection;
  - Ability to communicate clearly and confidently with a wide range of people.
- Experience in convening, engaging, planning and coordinating community initiatives / activities / events
- Meaningful, personal and spiritual engagement with the values and aspirations described in Findhorn's Core Values of the Common Ground, and the NFA's Purpose;
- Have a good knowledge and understanding of the community as a whole, especially the history and potential of the New Findhorn Association and the Findhorn Foundation;
- Familiarity with the NFA constitution and the 8-Petaled Model;
- Awareness of political and other tensions within the Findhorn community;
- Experience in positions of leadership;
  - Ability to plan and prioritise own workload – to structure and execute the small tasks that build the bigger context;
  - Ability to balance both operational (actions) and strategic (visioning) elements of the role;
- Demonstrated ability to engage both "being" and "doing" in their life and work, as well as the ability to articulate the relevance of such a balance to the LC role;
- A solid basis of computer skills

### **Supportive — Experience, skills and abilities**

- Practical experience engaging with local Councils (eg. NFA);
  - It would be very helpful if you have served on the NFA Council
- Any specialised listening and communication training, and/or conflict mediation training would be an asset
- Previous experience of community development and/or community engagement

### **Character**

The role of a Listener Convener combines the role of a caretaker and a visionary; a people-person and a clear communicator — in and between small and larger groups — who is:

- Able to listen to the members, sense the pulse of the community, and be spiritually attuned to its purpose.
- Consciously seeding and modelling a peaceful, co-creative culture;
- Open and able to connect readily and naturally with individuals from all walks of life;
- Personally mature, sensitive, and has the ability to understand and hold multiple perspectives;
- Flexible and adaptable to the different working environments required in community work;
- Comfortable with both encouraging and challenging leaders and professionals;

### **Additional Requirements**

- Not in a primary relationship with the other LC
- Be a full member of the New Findhorn Association, in good standing.
- Have done Experience Week, with a good knowledge of the community life.
- Bi-Annual Self-Evaluation Role Review

### **Working Conditions:**

- **Hours of work:** Averaging 30 hours per week with a mix of office time, flexible community time, and ongoing holding and availability for the affairs and projects of the Association, which may include weekend engagements. The LCs will be holding the awareness function at all times and there is an expectation that many of these meetings and events will be in the evenings and sometimes at weekends. Flexi-time is taken when appropriate or In Lieu of Pay (ILOP).
- **Supervision:** Receive Supervision, both of the working relationship between the Listener Convenors, and of the working relationships within the Council (including the LCs).
- **Holidays, Sick Leave and benefits:** Option to be an NFA Employee or a Self-Employed Contractor – to be negotiated after election, depending situation.
  - If hired as an Employee of the NFA, the LCs will be entitled to national employment standards. Otherwise, the LC would be self-employed
- **Term of office:** is by constitution a position for two years from AGM to AGM, usually held at the Spring Equinox. If the term is started later than this it will run until the next AGM. LCs are appointed by vote from NFA membership as per NFA constitution.
  - The NFA is in a year of transition during the Community Change Process; as part of this change, are in a process of reviewing this Role Description and Conditions of Service of the Listener Convenors in the coming 2018 year. It is a living document intending to be updated.
- **Termination of contract:** LCs can terminate this contract by giving written notice to Council one month prior to their proposed leaving date. NFA membership can terminate this contract through a constituted General meeting with an 80% majority of members present voting for termination.