

## **Custodian position at the National Ḥazíratu'l-Quds May 2021**

*This focal Centre should be called “Ḥazíratu'l-Quds” (Sacred Fold) so that the musk-laden breezes of the fervent supplications which are wholeheartedly offered by the people of Bahá, and the sweet savours of their spiritual deliberations and brilliant exploits, may be carried to neighbouring regions, thus bringing healing to the infected nostrils of the people of the world, and enabling them to inhale this divine fragrance.*

Shoghi Effendi

The position of the Custodian at the National Ḥazíratu'l-Quds is vacant and friends are invited to consider applying for this service. This will be a part-time and flexible position with the potential to be extended to a full-time position over time, depending on the needs of the National Spiritual Assembly and the evolving situation after lockdown. A salary is being offered to enable the candidate to perform this service. As with all service to the Faith, there is also the opportunity to undertake the post on either a voluntary basis or part-voluntary basis.

### **Key characteristics of the candidate:**

The suitable, London-resident candidate will have a caring and loving attitude, creating a welcoming atmosphere for visitors, enhancing the sense of beauty of the building, and supporting those that are serving at the National Ḥazíratu'l-Quds. They will also be willing to learn and be accompanied in this role.

### **Key roles and responsibilities of a Custodian at the National Ḥazíratu'l-Quds:**

- Making sure the National Ḥazíratu'l-Quds is clean and organized, supervising and coordinating weekly office cleaning and regular deep cleaning services.
- Providing phone and office reception and hospitality services during the office hours in collaboration with volunteers.
- Looking after key administration services, such as supply order management, room bookings, and contractor coordination, among others.

### **Desired skills and capacities include:**

- Courteous and organized with attention to detail.
- Fluency in the English language, both verbal and in writing.
- Computer literacy and knowledge of Microsoft Office and Outlook applications.

Dear friends, as the lockdown is being gradually lifted, the National Ḥazíratu'l-Quds will once again resume its role as the heart of the community. The National Spiritual Assembly wishes friends who are able to offer service to give this important role their heartfelt consideration.

Friends who are interested in applying or who wish to learn more about the role can send an email to [nsa@bahai.org.uk](mailto:nsa@bahai.org.uk) until 31 May 2021.