



Job Description & Person Specification: Assistant to Managing Director

Embercombe's purpose is to inspire leaders and change-makers to take courageous action for a just, peaceful and sustainable world.

Through all our work inside and outside of Embercombe, our community offers a vision of the more beautiful world we know is possible. A world where all people live in communities whose members care for each other, are connected to nature and are empowered to lead fulfilling lives.

Job purpose

To provide executive support to the Managing Director (MD) and Board of Trustees on general administration, governance, fundraising, business development; and to coordinate administrative support to the wider team on HR, procurement and general administration.

Overview

Embercombe is entering an exciting period of significant change and growth. Working closely with the leadership team, this is a great opportunity to develop and apply a wide range of skills related to running a social enterprise, and to contribute to its growth and development.

For the first few months this position will focus on supporting the MD to review and develop administrative processes, systems and policies to build a strong operational platform to support the business. The business development function will develop as the administrative structure becomes more established.

Key benefits

- Contributing to a pioneering social enterprise and dynamic community that honours its connection to the land and is committed to reconnecting people with their gifts, nature and themselves
- Playing an important role in fulfilling Embercombe's mission to inspire courageous action for a just, peaceful and sustainable world
- Working on a beautiful 50-acre site with woodland, forest gardens and a lake (wild swimming encouraged!) on the edge of Dartmoor National Park
- Collaboration and co-learning with social pioneers including Embercombe founder Mac Macartney, with the Embercombe team and wider community
- Opportunities to attend a wide range of events for free (e.g. workshops, talks, concerts & films nights) and programmes with staff discount
- Delicious free organic lunch made with locally grown seasonal produce
- Emberchoir 5-6pm Wednesdays led by choir director Helen Yeomans

Salary: £20,000 p.a.

Hours of work

- 37.5 hours per week, flexible hours for occasional weekend / evening work
- 25 days paid annual leave plus bank holidays, increases one day per year of service up to a maximum of 28 days after 3 years
- Flexi-time / TOIL can be taken (though no overtime payable)

Context

Since 2014, Embercombe has been undergoing profound change as it negotiates the transition from its innovative pioneering days to its emergence as a professional, effective, and financially sustainable social enterprise. In recent years, Embercombe has enjoyed consistent growth both in terms of reputation and delivery against business goals through the efforts of a capable and dedicated team. To achieve its potential and realise its ambitious vision, our exciting enterprise must now progress from organisational adolescence to adulthood.

The MD Assistant's role is pivotal in this process as s/he will support the Senior Management Team and Trustees in the design and implementation of the transformation journey to which we are committed. Like many similar organisations, Embercombe depends upon the inspired commitment of a diverse team of staff, associates, and volunteers. The MD Assistant will need to be skilled and experienced at coordinating a wide range of activity across diverse teams.

This next stage of Embercombe's journey will be pivotal in its development as an organisation and therefore in its capacity to catalyse positive change in the world. We know that somewhere beyond our borders is a person for whom this position presents a life-defining opportunity. A rare chance to combine skill, experience, heart and vision to enable a deeply fulfilling and challenging life choice.

Responsibilities

Responsible to Managing Director Glyn Bottrell

General Administration

1. Meeting management: scheduling and setting up internal and external meetings including agenda management, minute taking, action tracking and relevant communication
2. Diary and calendar management: supporting the MD and Trustees, and administration of all shared calendars
3. Information management: management of electronic and paper filing systems including structure, access, policy, quality control and data protection
4. HR/recruitment support: providing administrative support on all aspects of HR and recruitment, including coordination of staff and volunteer coaching and supervision
5. Procurement: supporting all teams on procurement through research, obtaining quotes, following up on orders/invoices, and ensuring compliance with procurement policy and best practice
6. General office duties as required and provision of back-up cover/holiday support to ensure the effective running of the office

Governance/Compliance

1. Policies and processes: working with policy owners to review and develop policies and processes across the operation, coordinating review and consultation exercises, communicating revised documents, overseeing version control, coordinating compliance related record keeping and reporting
2. Trustee support: provide all administrative support to Trustees to facilitate the effective governance of the organisation, and all administration relating to Board membership
3. Provide other governance support as agreed with the Managing Director

Business Development Support

1. Network mapping: co-ordinate the collation and mapping of existing contacts and partners, building on existing databases and tools
2. Network development: identify potential new contacts and partners in line with strategic objectives, co-ordinate initial contact and/or develop relationships
3. Innovation: collate business development ideas, support the research and development of potential projects, develop/co-ordinate processes for feedback on new ideas and supporting implementation of pilot projects
4. Project support: provide research, development and reporting support on specific projects in line with Embercombe's business plan as required by the Managing Director and Trustees
5. Fundraising: research potential funding sources, contribute to funding applications, and provide administration for fundraising application processes

Person Specification

1. Experience in a busy, diverse and demanding role, demonstrating strong organisational skills, ability to plan and prioritise a complex workload, and meet deadlines
2. Experience in coordinating activity within a team
3. Experience of coordinating preparation for and outputs from senior level meetings
4. A proactive approach, ability to work on your own initiative, and be assertive in order to see tasks through to completion
5. Ability to find innovative approaches to challenges
6. Resource and project management experience
7. Analysis and research experience

8. Ability to work flexibly and collaboratively in a small team environment to meet changing organisational requirements
9. Strong interpersonal skills and the ability to establish and develop effective relationships
10. Excellent written and verbal communication, presentation and influencing skills, and excellent attention to detail
11. Strong IT skills including confidence in the use of Microsoft Office (Outlook, Word, Excel and PowerPoint), Google Docs and project management platforms such as Asana
12. An understanding of data protection requirements and experience of applying them
13. An understanding of how to handle sensitive situations and the need for confidentiality
14. Experience of working in a social enterprise, community or voluntary organisation (desirable), or at least a demonstrable interest in social enterprise
15. Demonstrate good humour, patience and empathy when required
16. Ideally first aider at work qualified
17. Readiness to demonstrate and develop leadership within the role. At Embercombe we view true leadership as a choice that is available to all. It is a choice related to purpose that is renewed moment to moment:
 - If we know what we deeply *love*, this choice is liberating.
 - If we know what our *gifts* are, this choice can take form.
 - If we know what our *responsibilities* are, this choice becomes a necessity.

How to apply

If you are eager for adventure, calm under pressure, resourceful, courageous, and have the appropriate skills and experience, **please apply by sending your CV and a covering letter to Clare Mann (Operations Manager) at clare@embercombe.org before 9am Monday 27 June, stating the position you are applying for.** With reference to the job description and Embercombe's purpose, values and activity, your covering letter should set out what you could bring to the role and to Embercombe as an organisation. Please also mention how you found the vacancy.