



## **Job Description & Person Specification: Site Manager**

*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**

Responsibility for operational site management to ensure the provision and development of safe and efficient facilities to support the strategic goals of Embercombe.

### **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
- Potential for free on-site accommodation
- 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 (pro rata = £16,000 p.a.)

#### **Hours of work:**

- 30 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)

#### **Roles and Responsibilities**

**Responsible to:** Head of Facilities

**Responsible for:** Volunteers and Assistants

#### **Maintenance/Health & Safety (H&S)**

1. Oversee the maintenance to a high standard and safe use of all built structures and services at Embercombe and the maintenance and safe operation of all machinery, tools and vehicles.
2. Ensure that there is a planned maintenance schedule in place for all buildings, machinery, tools and vehicles and that it is used, reviewed and kept up to date.
3. Ensure that day to day operations meet all of Embercombe's legal and compliance responsibilities (e.g. H&S, related training and education)

4. Support the Head of Facilities in researching, developing and implementing Embercombe's Health and Safety Policy and Procedures, engaging with all staff and volunteers as necessary.
5. Work to support the development and design of all new and existing infrastructure, under the supervision of the Head of Facilities.
6. Ensure appropriate cover for reactive maintenance needs in and out of working hours to enable the effective and safe operation of the site.

### **Management**

1. Manage the site team, external volunteers and any sub-contractors carrying out maintenance work and / or infrastructure projects. Ensuring high standards of workmanship and health and safety are delivered.
2. Effective management of members of the site team, taking account of their welfare, personal development and performance.
3. Manage the workshop and joinery safely and efficiently.
4. Co-ordinate the Site team's work programmes and priorities in liaison with other departments.
5. Liaise with the Head of Programmes and Marketing to ensure that issues relating to the site are dealt with promptly to enable the efficient delivery of programmes.

### **Financial**

1. Responsibility for procurement in line with Embercombe's procurement policy and budget management within limits agreed with the Facilities Manager.
2. Budget management - to include forecasting, reporting on and tracking in order to support the Facilities Managers in reporting to the Management Team and Trustees.

### **General**

1. Contribute towards Embercombe's strategy through advising on potential / required investment, development of facilities, risk reviews and reporting.
2. Undertake other duties as may be required from time to time.
3. Represent Embercombe in order to promote its work and good name.
4. There may be an option to live on site.

### **Person Specification**

You will be someone who has:

- Interests and values aligned with Embercombe's work and purpose
- Strong organisation, planning, people management and relationship management skills

- A strong track record in providing practical and cost effective solutions
- Practical trade skills
- Experience of operating in a similar customer focussed facility
- Project management/implementation experience
- Operational contractor management experience
- Experience in developing and implementing a planned preventative maintenance schedule and reporting against KPIs
- Good understanding of relevant legislation and guidance and experience in improving relevant compliance
- A H&S qualification (or willing to take one; training may be available)

### **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](mailto:clare@embercombe.org) before 5pm Wednesday 22 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.