

Embercombe is seeking an exceptional, enterprising MD to deliver our strategic goals and lead our dedicated team. You will have a strong background in strategy, management and leadership with the skills and energy to implement the next development phase of Embercombe.

This is a challenging, exciting and rewarding opportunity for somebody who is committed to catalysing positive change in the world and who is looking to make an impact within an incredibly dynamic organisation.

Closing date for applications: 3rd March 2016

Interview date: 7th March 2016

To find out more please visit www.embercombe.org/MD or call 01647 252983.

Embercombe Managing Director 2016

Introduction & Job Description

Introduction

Since 2014, Embercombe has been undergoing a period of profound change as we negotiate a transition from our early innovative pioneering days to the emergence of a professional, effective, and financially sustainable social enterprise. Over the last few years Embercombe has enjoyed consistent growth both in terms of its reputation and business goals through the combined efforts of a very dedicated team. However, if our exciting enterprise is to achieve its potential and realise its ambitious mission we will need to successfully transform ourselves by moving from organisational adolescence to adulthood.

The Managing Director's role is pivotal in this process as she/he will lead 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 range of staff, associates, and volunteers. The Managing Director will need to be both skilled and experienced in integrating the talent and goodwill of this diverse community together with a focused, business orientated, and values driven team culture.

We believe that this next stage of Embercombe's journey will be pivotal in our development as an organisation and in our capacity to catalyse positive change in the world. Clearly the two are inseparable. We know that somewhere beyond our borders there is someone for whom this position would rank as one of those life-defining opportunities in which skill, experience, heart and vision collide and enable a deeply fulfilling and no doubt challenging life choice. If you are thirsty for an adventure, calm under pressure, resourceful, courageous, and with the appropriate skills and experience, please make an application.

Job Title: Managing Director

Salary: £30,000 pro rata. The salary will be paid monthly in arrears

Part time: 4 days a week

Benefits: Option of accommodation at Embercombe by negotiation

Notice: 3 months by both parties, 1 month during 3-month trial period

Reports to: Board of Trustees

Purpose of the Role

- To coordinate, develop and deliver Embercombe's Business Plan to catalyse leaders who take 'inspiring courageous action for a just, peaceful, and sustainable world'.
- To direct the effective delivery of all aspects of Embercombe's daily operations including finances, human resources, facilities and land management, procurement, legislative compliance, marketing and communications, partnerships, and all other operations which support the delivery of Embercombe's programmes.
- To coordinate, monitor progress and evaluate the delivery of Embercombe's portfolio of programmes, implementing operational improvements for service enhancement and making recommendations for strategic review.
- To provide leadership, empowerment and guidance to all Embercombe employees and volunteers to create a positive thriving team culture, giving clear direction where required and referring recommendations to trustees where applicable.
- To present the Board of Trustees with high level policy, governance and operational guidance on matters which may have a significant impact on the current and future delivery of Embercombe's activities and delivery of Business Plan.
- To coordinate governance requirements including a legislation and risk register and provide assurance to Trustees of on-going compliance.

Responsibilities

- Report to and advise the trustees on all aspects of the management of Embercombe, including financial, human resources, legal, technical

and administrative duties.

- Liaise with all stakeholders to develop strategies and business plans for the sustainable development of Embercombe over the short, medium, and long term.
- Work with the management team to empower the delivery of targets set within the business plan
- Ensure that Embercombe complies with all relevant legislation including fiscal responsibilities, charity law, human resources, health and safety, and other technical issues.
- Monitor Embercombe's financial position on a day-to-day basis, regularly reporting to the trustees via the treasurer
- Review, consult, write, implement, and monitor organisational policy, systems, processes, and structures.
- Monitor organization KPIs, legal and risk register.
- Co-create a positive, effective, responsible, and service orientated organisation culture
- Facilitate effective mechanisms for clear internal communications and decision making processes between teams and all other stakeholders including trustees, as appropriate.
- Responsible for human resources implementation including recruitment, contract negotiation, annual appraisal and development, objective setting and review, training, disciplinary and grievance procedures.
- Ensure effective line management of all staff, associates, and volunteers to ensure the wellbeing of all, a high level of performance and ongoing development through annual appraisal and regular review, the provision of appropriate training and self development.
- Explore, liaise and form partnerships with other organisations, agencies, and individuals to mutual advantage and the furthering of Embercombe's mission.
- Represent Embercombe as an ambassador in order to promote its work and good name, and open new business opportunities.
- Ensure that a coherent, ambitious, and energetic marketing and

communications plan is developed and implemented.

- Please note on occasions other duties may be undertaken as part of this role.

Person Specification

Embercombe is seeking an exceptional individual to lead our staff, volunteer, and associate team to deliver a challenging new business strategy. You will be an experienced leader at a senior level and able to demonstrate a strong personal commitment to our values and goals. You will have excellent business acumen, the ability to inspire a varied team of staff, volunteers and associates, and an established track record of building partnerships and driving change in organisations. You may come from a not-for-profit, public sector, or corporate background. You will be able to demonstrate:

- Having successfully developed and implemented strategies that have taken an organization to their next stage of growth
- Your ability to engage with and promote high-performance team working across an organisation, set and achieve strategic objectives; support and inspire others to reach their potential, provide constructive feedback, and develop an inclusive, hospitable, service culture
- Excellent organizational management including the ability to work autonomously, be effective under pressure and meet deadlines, manage a complex budget, utilize project skills, monitor progress, and use evaluation to review and make recommendations for improvements.
- Achieving results, taking personal responsibility for getting things done, prioritizing effectively and maintaining a consistently high standard of work.
- Past success in working with a senior Board to achieve strategic goals.
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures.
- A practical understanding of estates, facilities, and land management is desirable but not essential.
- Excellent written and verbal communication, and interpersonal skills.
- Proven action-orientation, entrepreneurship, innovation, and

adaptability in achieving business goals.

- A commitment to personal values that are aligned with Embercombe's purpose and our understanding of leadership.

Embercombe's purpose is to be a powerful and innovative catalyst for the emergence of leaders and change agents who will take courageous action for a just, peaceful, and sustainable world.

What we mean by leadership

Leadership is a choice – a choice related to purpose.

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.

This is the choice we call leadership.

For us, true leaders:

- are people who, knowing what they love, take action to nurture and protect it.
- are people of integrity, whose actions are aligned with their words.
- are those who are brave enough to act on what they know to be true.
- have no attachment to leading, they always seek the empowerment of others.
- walk the twin trail –the inner path of self unfolding, healing and growing; the outer path of having powerful effect in the world.
- combine the qualities of kindness, consideration, and gentleness, with authority, dignity, discipline, and courage.
- listen, consult, co-create, and delight in supporting, following, and walking alongside.
- come in all shapes, sizes, colours, abilities, ages and walks of life.
- never concede their self-authority.
- honour the Children's Fire (see <http://embercombe.org/what-we-do/vision-mission/>)

True leadership is available to all. It is a choice that is renewed moment by moment, forever.

Important working relationships

Trustees

Staff: paid employees and interns with specific roles and deliverables

Associates: freelance individuals who deliver many Embercombe's courses and workshops

Volunteers: short and long-stay volunteers, some of whom hold key

positions in Embercombe's management structure

External: important external networks and organisations relating to the diversity of Embercombe's interests and commitments (local planning authority, local service providers, local community, aligned networks, collaborations etc).

Application Process

The closing date for applications is midday on Thursday 3rd March 2016

Interviews will take place between 9am–5pm on Monday 7th March

The interview will be held at Embercombe, near Exeter and take 3 hours consisting of a short site tour led by a key member of staff; the opportunity for the candidate to chair a staff meeting with a specific focus; a short exercise based on key skills and an interview panel. Evidence of eligibility to work and live in the UK should be brought to the interview.

To apply for this position please send your CV and an application letter specifying how you meet each of the job requirements drawing upon your experience to date. Please include the names of 2/3 referees, who will not be contacted until after the interview.

Please send applications to Jo Cooke: jocooke@embercombe.org

Telephone: +44 (0)1647 252 983

Website: www.embercombe.org