



Marketing Coordinator Role Description 2018

Embercombe is a garden that grows people. It invites us into authentic leadership of ourselves and our lives. It gives us a choice and a responsibility in each moment to live a passionate, intimate and purposeful life.

As part of the Embercombe team you are called to join a long line of people who have opened their hearts in service to our mission and this land. You are called to be a carrier of the Children's Fire that reminds us to take responsibility for this earth and our actions and decisions, so that we do no harm to the future generations. To live and work together upholding the 'twin trail' of outer action to bring about positive change to the world whilst deepening the inner healing of our connections, to ourselves, to each other and to the land.

Embercombe offers a wide range of programmes using elements of nature-based and indigenous wisdom. Alongside this we offer a venue hire to partner organisations to run programmes and events that are aligned to our mission.

Embercombe continues to grow in terms of reputation and impact. It is constantly evolving towards a significant and effective social enterprise.

Our diverse and dedicated team have played a key part in our success so far, and will play a big role in our future success. This is an exciting time to come to work at Embercombe.

Marketing Coordinator

Role Overview

We are looking for a committed individual who loves making things happen. You will be fully involved in a varied working environment which is running innovative leadership programmes. You will be a key part of the office team assisting key members of staff using your organisational skills to help with general administration tasks. You will also be supporting Embercombe's marketing team using your knowledge of Social Media to develop thriving networks.

We are looking for someone with practical experience of working in a busy environment. You will be a clear and articulate communicator, be adaptable with the flexibility to lead or work under direction on specific projects and have the ability to work under pressure to multiple deadlines.

You will be supported by an experienced team that is committed to autonomy and empowerment, and bringing about inspiring change in the world.

Roles and responsibilities

You will be involved with day-to-day marketing tasks including:

- Co-ordinating daily Social Media using MeetEdgar scheduling programme
- Creating MailChimp email campaigns and bi-monthly newsletters
- Social Media and campaign monitoring
- Market research and statistics gathering
- Amendments to Wordpress website pages
- Promotion of crowdfunding campaigns
- Arranging promotional materials, advertisements and articles
- Co-ordinating blog posts
- Cataloguing photographs and videos
- Promoting Embercombe at festivals events and talks

You will also be involved with the day-to-day office administration including:

- Answering phone calls in a professional manner and taking messages with accuracy
- General administration, filing, purchasing, updating documents and office management

You will be working in a busy office and will become an advocate of Embercombe, engaging in dialogues and answering questions where appropriate.

Throughout the year, there may be a need to support other areas of work at times across the organisation, providing the opportunity to develop a broader understanding of the organisation and a wider range of skills.

Who would be great in this role?

- You are ready to demonstrate and develop leadership within the role
- You are enthusiastic, energetic and has a practical “can do” approach
- You have good communications skills and works easily and flexibly with others
- you are able to work with minimal supervision, organise time and identify and complete tasks
- You have good technical and social media skills
- You have experience maintaining mailing lists and creating email campaigns
- You are creative in design with a good eye for detail
- You are computer literate with working knowledge of Google apps and Microsoft Office
- You have experience of working in a busy office environment
- You have experience and knowledge of information gathering and market research
- You are confident in general office and administration tasks

Hours of work

- 37.5 hours per week
- Includes some weekend work with time off in lieu
- 25 days annual leave pro rata plus bank holidays
- This is a fixed-term role that will ideally begin at the start of January 2018. Coordinator positions will be for a period of a year with the potential to extend. The length of contract will be discussed with individuals at the interview stage and we are open to proposals of alternative start and finish dates.

Key benefits

- Living with fellow change makers as part of a vibrant and welcoming community
- Exploring your world-view and meeting a diverse range of people
- Experiencing authenticity in communication and action
- The opportunity to develop and share your gifts
- On-going professional and personal support and development, including a monthly 1 hour session with a personal coach
- Deepening your own development with a place on our flagship programme ‘The Journey’ or on our ‘Speaking Out’ programme.
- An opportunity to network, share ideas and spark further thinking around action in the world with social pioneers and fellow change-makers including Embercombe founder Mac Macartney
- Living and working on a beautiful 50-acre site with woodland, forest gardens and a lake, on the edge of Dartmoor National Park
- £40 a week stipend
- Basic accommodation on site
- Delicious free organic breakfast, lunch and dinner made with locally grown, seasonal produce
- 25 days annual leave plus an allowance equivalent to statutory bank holidays.
- Opportunities to organise and attend events such as film nights and performance nights
- EmberChoir 5-6pm Wednesdays led by choir director Helen Yeomans

How to apply

Please email a completed application form and a covering letter to Clare Mann (HR & Finance Manager) at clare@embercombe.org, indicating in email the subject line which role you have applied for.

Interview dates are still to be scheduled but will most likely take place on the week commencing the 15th January 2018. The interview process will involve staying on site overnight to give you the opportunity to get to know the place and the people, and an interview discussion.

Closing date:

10am on Monday 8th January 2018.