



Site and Land 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.

Site and Land Coordinator

Main Purpose of the Job

As part of the site and land team you will care for our animals and land, and maintain Embercombe's facilities in order to support programmes and business needs. You will also provide leadership and contribute to planning and management of the site and land department. As part of the leadership experience you will be supported and encouraged to develop your personal sense of purpose and ability to affect positive change in the world.

Role Overview

The Site and Land team play a crucial role in maintaining facilities and spaces for the Embercombe community, programme participants and the general public. The Site and Land Coordinator will contribute to the planning and implementation of scheduled maintenance, provide reactive maintenance support, operate and maintain site equipment, machinery and vehicles, and work collaboratively with other teams to ensure all aspects of the charity's operation run smoothly. You will also take responsibility for our animals - a small flock of Shetland sheep and approximately 20 chickens.

You will typically be responsible for coordinating a small team of volunteers or course participants each day and will need to lead by example. We are looking for someone who works on their own initiative and is able to lead a team of people on a task, providing them with basic training and support as necessary.

The role also involves contributing to the ongoing review and evaluation of site facilities and equipment and potentially the development and design of new facilities. You will be required to promote a culture of safety and security across the organisation, and ensure compliance with relevant policies. You will contribute to policy review and reporting on safety related issues, and be involved with administrative tasks such as management of the site and land budget and the ordering of necessary supplies.

The right candidate will have an eye for detail, be self-motivated and have the skills and experience to work across the range of venues and spaces on site.

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 your leadership potential
- You will be capable of undertaking a wide range of maintenance tasks to a high standard
- You will ideally have some of the following skills or experience: animal management, agriculture, land management, forestry, vehicle repair, plumbing, electrics, joinery or building
- You will be practical and enjoy getting the job done
- You will have basic administration and IT skills, and a professional manner
- Preferably you will have worked with volunteers or have previous supervisory or management experience
- You will have a strong sense of empathy and ability to communicate
- You will be able to anticipate potential problems and take steps to address them
- You will be adaptable and able to think on your feet

Hours of work

- 37.5 hours per week
- Includes some weekend work with time of 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 5th February 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 22nd January 2018.