



## **Volunteer 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.

# **Volunteer Coordinator**

## **Main Purpose of the role**

To co-ordinate the volunteer programme from recruitment, through induction, to delivery and departure.

## **Role Overview**

The Embercombe volunteer programme works on two levels; the work done by its participants is essential to the day-to-day delivery of Embercombe operations. Doing this daily work in the context of a personal development framework provides the participants with the opportunity to grow as courageous leaders and change-makers who take action in the world. The majority of this position supports the running of the volunteer programme on both of these levels.

## **Recruitment**

- Assessing and responding to volunteer applications
- Ensuring the availability of suitable accommodation and support
- Liaising with the marketing team to attract new volunteers & investigating volunteer organisations to attract more applications

## **General volunteer care and management**

- Organising inductions and training
- Monitoring, supporting and motivating volunteers and their work
- Offering advice, support and pastoral care to the volunteer community
- Conducting monthly reviews and exit interviews
- Preparing weekly rotas
- Undertaking any other administrative duties
- Supervision & Safeguarding

## **Developing and implementing a rewarding volunteer programme**

- Researching, writing and implementing volunteer policies and procedures
- Ensuring there is appropriate support and training for volunteers
- Appreciating the volunteers by organising celebration events as well as other activities
- Organising self development opportunities for the volunteers

## **Liaison with the wider team**

- Planning and liaising with the 'managers' of each area to ensure sufficient numbers of volunteers with the right skills are available for essential tasks, programmes and projects
- Attending regular management and planning meetings and transmitting information to and from the volunteer community

While this is primarily a supervisory role with opportunities to develop skills and get involved across the full range of the organisation, the nature of the role will require getting stuck in and getting your hands dirty too.

One of the responsibilities of the role is to be on an on-call rota to provide emergency cover out of 'normal' working hours. Time off in lieu will be provided as 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 will be interested in developing the volunteer programme
- You will have, or are looking to get, experience in volunteer management
- You are practical and enjoy getting the job done
- Preferably you will have worked with volunteers or have previous supervisory or management experience
- Preferably you will have experience of being involved with the planning and running of events
- You will have strong attention to detail
- You will have a strong sense of empathy and ability to communicate
- You will want to support the welfare and personal development needs of the volunteers
- You will be aware of the need for self-care in co-ordinating a programme of this nature
- You will be able to anticipate potential problems and take steps in advance 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 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](mailto: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 8<sup>th</sup> 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 Friday 18th December 2017.