



**Role Description & Person Specification  
Hospitality and Events Co-ordinator**

**2017**



### **About Embercombe**

We believe that the world of our longing will come about as we choose to demonstrate authentic, courageous and active 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 do we mean by leadership?**

We choose leadership when we know who we really are and what our purpose is. We believe true leadership is available to all and is a choice and responsibility that is renewed moment to moment as we face the challenges in our own lives.

- 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.

### **How does Embercombe do that?**

We offer a range of programmes using elements of nature-based and indigenous wisdom, blended with transformational, psychological and coaching models.

These programmes include:

- Residential programmes in authentic leadership for adults of all ages
- Residential programmes for young people at school, university and those who educate them
- Volunteer and assistant programmes
- Bespoke facilitated programmes for teams and groups

We also offer group facilitation off-site and venue hire.

**Our two guiding principles at Embercombe are the Twin Trail and The Children's Fire. They lie at the core of our Assistant programme.**

### **Twin Trail**

We invite everyone in the Embercombe community to follow the 'twin trail' of inner healing and spiritual deepening and of outer action to change the world. By uncovering our true gifts, responsibilities and passions we are able to bring ourselves fully to the world, leading ourselves and others on a path of positive action.

On the assistant programme, we offer structured opportunities to support you on the twin trail, such as coaching and opportunities to organise and attend workshops within the community. While Embercombe will offer a framework, the concepts of responsibility and self-organisation are at the heart of the Twin Trail. We will expect you to co-create your own programme with us, and to carry out your own inner work in parallel with the 'outer work' of your assistant duties.

### **Children's Fire**

The Children's Fire is part of the Earth teachings of the elders of ancient America. Over time the elders came to understand that all human-created institutions needed to reflect the balance and wisdom observed in nature. The Children's Fire was a reminder of the first promise: No law, no action of any kind, shall be taken that will harm the children seven generations hence.

Honouring and remembering the Children's Fire is an essential part of our decision-making process. Our assistants have a responsibility to contribute to conversations and decision-making, supporting Embercombe to develop and bring the world of our longing that bit closer.

### **The next stage of Embercombe's evolution**

As a progressive learning organisation, Embercombe is constantly evolving. The current stage of that evolution is the transition from our early innovative pioneering days to the emergence of a professional, effective, and financially sustainable social enterprise.

Since our founding Embercombe has enjoyed consistent growth in terms of reputation and impact. We recognise that there remains considerable work to do if our exciting enterprise is to achieve its potential and realise its ambitious mission. We now have to successfully transform ourselves by moving from organisational adolescence to adulthood.

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. It is an exciting time to come to work at Embercombe.

### **Are you our ideal candidate?**

- You will have a view to go on and affect positive change in the world as a 'leader'.
- You will be ready to demonstrate and develop leadership within the role.
- You will be enthusiastic, energetic and have a practical "can do" approach
- You will be innovative in addressing challenges and making effective use of available resources
- You will have good communications skills and work easily and flexibly with others
- You will be reliable and conscientious
- You will be able to work with minimal supervision, organise your own time and pro-actively identify and complete tasks
- You will be able to supervise others to complete tasks on time and to a high standard
- You will be willing to live as part of a residential community on-site and work as part of a wider community, able to meet the challenges that arise as part of your Twin Trail
- You will be willing to flex your working hours and days to meet the operational needs of the organisation and will be happy to cover weekends and evenings in rotation.

If so, and you also possess the skills required for your particular assistant role, we would love to hear from you!



## **Hospitality & Events Co-ordinator**

### **Main Purpose of the Job**

To co-ordinate efforts across the team to facilitate a consistently high quality learning, working and living experience for Embercombe's team and guests.

### **Role Overview**

One key aspect of caring for our guests and our team on-site is the attention we pay to our buildings, spaces and facilities, making them clean and as welcoming and comfortable as possible. Creating beautiful and effective spaces is essential to Embercombe's work, from hosting and inducting people on-site to planning and supervising daily operations to coming up with ideas as part of continuous improvement of the experience.

Another aspect of caring for our guests and our team is contributing to the high-quality delivery of on-site events. To facilitate this, the remainder of the role will be focused on co-ordinating events-related activity across the Embercombe team. This role will work closely with the Volunteer and Events Coordinator, with the two positions supporting and providing cover for each other.

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

One of the responsibilities on an assistantship 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 will have an active interest in improving the guest and team experience
- You will have, or are looking to get, experience in hospitality and events
- You will be excited by creating inspiring, welcoming and beautiful spaces to facilitate learning
- You will be 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 a strong attention to detail but also the capacity to take an overview of the guest and team experience in order to propose improvements
- You will have a strong sense of empathy and ability to communicate
- 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
- 25 days annual leave pro rata plus bank holidays
- This is a fixed-term role that ideally runs from as soon as possible from the start of February 2017. Assistantship positions will be for up to a year, depending on the role. 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**

- Contributing to Embercombe's mission to inspire courageous action for a just, peaceful and sustainable world
- Contributing your skills, knowledge and ideas to Embercombe's evolution, supporting your own personal and professional development
- Experience of contributing to, and evolving as part of, a dynamic and pioneering social enterprise
- Experiencing some of the benefits of being part of a community and how that could be of wider benefit to the world
- Exploring your worldview by working alongside and discussing with a diverse range of people
- The opportunity to develop, deliver and participate in workshops to benefit the development of the wider team
- On-going professional and personal support and development, including a monthly 1 hour session with a personal coach
- 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
- Contributing to the on-going development of the assistant programme
- 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.

With reference to the role 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.

Interview dates are still to be scheduled but will most likely take place on the week commencing the 9<sup>th</sup> January 2016. 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 Tuesday 3<sup>rd</sup> January 2016.