

Social Enterprise Executive Assistant Intern (Volunteer)

We are looking for a Social Enterprise Intern (volunteer) to join our dynamic team. Your role will actively contribute to our exciting future through supporting the business management and development work of our Managing Director. This is a support and learning role where you will be able to develop your skills and gain valuable experience in how to run complex social enterprises.

Purpose of the job

You will provide support to the Managing Director that includes Governance support, basic finance support, project, fundraising and business development support and HR support.

You will have excellent interpersonal skills with a high degree of discretion. You will need to be flexible and be able to adapt to changing situations effectively. You will also need to act with integrity and authenticity when making decisions and operating with other members of our busy team.

About Embercombe

Embercombe is a dynamic, innovative social enterprise who's aim is to **inspire a new generation of leaders and change makers to take courageous action for a just, peaceful and sustainable world.**

Over the last 8 years we have been busily developing vibrant residential learning opportunities at Embercombe. Our two main areas of work are focused on:

Leadership and inspiration work with young people - inspiring and empowering young people, connecting them to a world where they feel able to make positive change and supporting them to develop as future change makers, entrepreneurs and leaders.

Leadership and inspiration work with adults - aiming to better align individuals gifts, passion and experience so that they can discover how they can uniquely contribute in this time of huge environmental, social and economic change.

You would be joining us at a very exciting time as we move to develop the range of programmes available, delivered by ourselves and others aligned to the same guiding principles. We are looking to expand our impact in terms of the numbers of people we work with both at Embercombe and as we take our work into the world.

Culture

We are small team of 11 staff and a team of up to 20 volunteers who are based at Embercomnbe from anywhere between 3 months and a year. Our main services are based on a 50 acres rural site in a beautiful rural valley about 10 miles outside Exeter.

We are supported by a board of trustees, all of whom are leaders from the social enterprise and business sector. The culture is informal, non-hierarchical and trusting. The staff team are diverse, friendly and capable. We have a friendly and flexible approach to work and encourage staff to get involved in tasks and opportunities across the organisation and to build their knowledge of the sector whilst here. We promote tolerance, respect, innovation and entrepreneurialism across the organisation.

Our Five Guiding Principles:

1. The 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.

2. The Twin Trail

We invite people 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.

3. Connection

Connection to nature, community and ourselves underpins everything we do at Embercombe. By connecting to the very essence of what it means to be human, we will be more effective communicators and leaders for change.

4. Sustainability

We strive to live sustainably on the land, growing much of our own biodynamic food, managing our waste using compost loos and supporting our electricity use with solar power. We still have a long way to go to become fully sustainable, but every year brings new ideas and progress.

5. Community

From our Core Team who live permanently at Embercombe, to the volunteers who stay for a few months and everyone that visits us for a programme, the joy we feel by connecting as a community is ever present and binds us to a common purpose of living co-operatively together in harmony with nature and the land.

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We believe that everyone can make a difference in the world, whether in their family, in their home, in their community, in their workplace, in their business or in their society. That we all have something that we can bring that can create a more beautiful world.

Through all our work inside and outside of Embercombe, our community offers a vision of the future we know is possible. A world where all people live in communities that care for each other. Who are connected to nature and enable each member to lead an empowered, fulfilling life.

Specific duties

Administrative

1. Scheduling, setting up and managing internal and external meetings
2. Taking and distributing concise, accurate minutes of meetings
3. Undertake general administrative duties as required as part of a small team (answering phones, dealing with enquiries about programmes and Embercombe services)
4. Maintaining meetings calendars

Business Development Support

1. Undertaking research and development work on specific projects in line with Embercombe's business plan
2. Undertaking funding research and contributions to applications for both project and core funding
3. Develop and update policies as appropriate
4. Manage recruitment process and administration when relevant
5. Set up and coordinate staff and volunteer support & supervision sessions where relevant

Governance

1. Ensure trustees have appropriate papers for meetings
2. Preparation of agendas, reports and minutes for trustees meeting, Finance meeting and the Annual General Meeting, including provision of notifications for formal meetings such as the Annual General Meeting
3. Maintain records of new and existing board members
4. Coordinating action tables
5. Preparing meeting spaces and travel arrangements for trustees
6. Providing support to the treasurer and chair as required.
7. Coordinate the Annual General Meeting and manage any elections to the board as appropriate
8. Provide other governance support as agreed with the Managing Director

Other duties

1. Provision of back-up cover/holiday support to ensure the effective running of the office.
2. Contributing to the smooth running of office by answering telephones, ordering stationary as part of the small office team.

General

1. Ensure the implementation of Embercombe's Code of Conduct, Health and Safety Policy and Equal Opportunities policy in all areas of the work.
2. Attend training courses and take part personal development work in line with Embercombe's volunteer and staff policies.
3. Ensure that all activities for which this post is responsible are carried out in accordance with Embercombe's policies, to the highest ethical standards and in accordance with legal requirements, best practice and external guidelines.
4. Any other duties as agreed by the Managing Director.
5. Act as an ambassador for Embercombe as appropriate.

Person Spec

	Essential	Desirable
Character/Experience	A high degree of organisational skills with excellent attention to detail and ability to plan and prioritise workload, successfully plan meetings and meet deadlines	Staff management and supervision
	Experience in a busy and demanding role.	First aider at work qualification
	A proactive approach, instigate improvements to the working environment and initiative to follow through	Coordinating preparation for and outputs from board or senior level meetings.
	Experience of working in a social enterprise, community or voluntary Organisations.	
	Good standard of general education	
	Friendly, sociable, keen to play an active role across and throughout the team	
	Humour, patience, empathy	
Knowledge/skills	Ability to prioritise a large and varied amount of administrative duties and deliver to tight timescales	

	Tact and ability to develop contact and build relationships, diplomacy and respect for both	
	An understanding or interest in social enterprise, current affairs, social justice, economics etc.	
	An understanding of sensitive situations and the need for confidentiality	
	Excellent writing and presentational skills, including the ability to write accurate and engaging copy for a range of audiences	
	Fully conversant with Microsoft packages (Outlook, Word, Excel and PowerPoint)	
	Excellent interpersonal and written and oral communication skills Open, assertive and good humour	
Competencies	Team working. Communication Decision making and problem solving. Innovative thinking.	Analytical skills. People management and development. Resource and project management.
Additional Requirements	Willingness to work flexibly in response to changing organisational requirements	

How to apply

If you wish to apply for this post please submit a CV together with a covering letter explaining why you are suitable for this role, and giving examples of how you meet the job criteria. Please refer to the job description and person specification which sets out the skills, knowledge, and experience required to carry out the role. It is these requirements that will form the basis of the shortlisting and interview process. Please email your CV and covering letter to Jo Cooke at jocooke@embercombe.co.uk

Decisions on short-listing

Regrettably we are not always able to write to candidates to tell them that they have not been short listed or give feedback to those not selected at the interview stage. If you are not contacted for interview within two weeks of the closing date you should assume that you have not been short-listed. If you would like feedback we will attempt to provide this on request.