



Assistant to Managing Director Job Description

Salary: £20,000 p.a.

Hours of work

- 37.5 hours per week, flexible hours to cover weekends and evenings.
- No overtime payable but flexi-time can be taken
- 25 days annual leave plus bank holidays, increases to 30 days after 5 years of service

Responsible to: Managing Director

Purpose of the job

To provide executive support to the Managing Director and Board of Trustees on general administration, governance, fundraising, business development; and co-ordinate administrative support to the wider team on HR, procurement and general administration.

Embercombe's purpose

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.

Overview

Embercombe is entering an exciting period of significant change and growth. Working closely with the leadership team, this is a great opportunity to develop a wide range of skills related to the running of a social enterprise, and to contribute to the growth and development of the business.

For the first few months this position will focus on supporting the Managing Director in reviewing and developing administrative processes, systems and policies to build a strong operational platform to support the business. The business development function will develop as the administrative structure becomes more established.

Context

Since 2014, Embercombe has been undergoing a period of profound change as we negotiate a transition from our early innovative pioneering days to the emergence of a professional, effective, and financially sustainable social enterprise. Over the last few years Embercombe has enjoyed consistent growth both in terms of reputation and delivery against business goals through the combined efforts of a very dedicated team. However, if our exciting enterprise is to achieve its potential and realise its ambitious mission, we will need to successfully transform ourselves by moving from organisational adolescence to adulthood.

The MD Assistant's role is pivotal in this process as she/he will support the Senior Management Team and Trustees in the design and implementation of the transformation journey to which we are committed. Like many similar organisations Embercombe depends upon the inspired commitment of a diverse range of staff, associates, and volunteers. The MD Assistant will need to be both skilled and experienced co-ordinating a wide range of activity across this diverse team.

We believe that this next stage of Embercombe's journey will be pivotal in our development as an organisation and in our capacity to catalyse positive change in the world. Clearly the two are inseparable. We know that somewhere beyond our borders there is someone for whom this position would rank as one of those life-defining opportunities in which skill, experience, heart and vision collide and enable a deeply fulfilling and no doubt challenging life choice. If you are thirsty for an adventure, calm under pressure, resourceful, courageous, and with the appropriate skills and experience, please make an application.

Responsibilities:

General Administration

1. Meeting management: scheduling and setting up internal and external meetings including agenda management, minute taking, action tracking and relevant communication
2. Diary and calendar management: supporting the Managing Director and Trustees, and administration of all shared calendars
3. Information management: management of electronic and paper filing systems including structure, access, policy, quality control and data protection
4. HR/recruitment support: providing administrative support on all aspects of HR and recruitment, including co-ordination of staff and volunteer coaching and supervision
5. Procurement: supporting all teams on procurement through research, obtaining quotes, following up on orders/invoices, and ensuring compliance with procurement policy and best practice
6. General office duties as required and provision of back-up cover/holiday support to ensure the effective running of the office

Governance/Compliance

1. Policies and processes: working with policy owners to review and develop policies and processes across the operation, co-ordinating review and consultation exercises, communicating revised documents, overseeing version control, co-ordinating compliance related record keeping and reporting
2. Trustee support: provide all administrative support to the Trustees to facilitate the effective governance of the organisation, and all administration relating to Board membership
3. Provide other governance support as agreed with the Managing Director

Business Development Support

1. Network mapping: co-ordinate the collation and mapping of existing contacts and partners, building on existing databases and tools
2. Network development: identify potential new contacts and partners in line with strategic objectives, co-ordinate initial contact and/or develop relationships

3. Innovation: collate business development ideas, support the research and development of potential projects, develop/co-ordinate processes for feedback on new ideas and supporting implementation of pilot projects
4. Project support: provide research, development and reporting support on specific projects in line with Embercombe's business plan as required by the Managing Director and Trustees
5. Fundraising: research potential funding sources, contribute to funding applications, and provide administration for fundraising application processes

Person Specification:

- has experience in a busy, diverse and demanding role, demonstrating strong organisational skills, ability to plan and prioritise a complex workload, and meet deadlines
- has experience in co-ordinating activity within a team
- has some experience of co-ordinating preparation for and outputs from Board or senior level meetings
- has a proactive approach, ability to work on your own initiative, and be assertive in order to see tasks through to completion
- has the ability to find innovative approaches to challenges
- has some resource and project management experience
- has some analysis and research experience
- has the ability to work through flexibly and collaboratively in a small team environment to meet changing organisational requirements
- has strong interpersonal skills and the ability to establish and develop effective relationships
- has excellent written and verbal communication, presentation and influencing skills, and excellent attention to detail
- has strong IT skills including confidence in the use of Microsoft Office (Outlook, Word, Excel and PowerPoint)
- has an understanding and experience of data protection requirements
- an understanding of how to handle sensitive situations and the need for confidentiality
- preferably has some experience of working in a social enterprise, community or voluntary organisations (desirable), or at least an interest in social enterprise
- demonstrates good humour, patience and empathy when required
- ideally has a first aider at work qualification

And to be ready to demonstrate and develop leadership within the role:

At Embercombe what we mean by leadership is:

Leadership is a choice - a choice related to purpose.

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.

We believe true leadership is available to all. It is a choice that is renewed moment to moment.

You can find out more at <http://embercombe.org/what-wedo/vision-mission/>.