



## Managing Director

### Job Description

The mission of Embercombe, an educational charity founded 20 years ago in a beautiful valley on the edge of Dartmoor is to empower people and organisations to take action for a regenerative, flourishing future for all. The essence of our work can be viewed at [embercombe.org](http://embercombe.org)

We are seeking to strengthen the leadership team and appoint an experienced Managing Director to work alongside our Creative Director and support the team to take Embercombe to its next stage of success. We are looking for a highly motivated individual who is passionate about the Embercombe mission and its values, and who has the skills to drive its success.

**Salary:** £40k-£50k based on previous experience

**Contract:** Permanent

**Employers Pension Contribution:** 3%

**Hours:** Full-time 38 hours per week. Evening and weekend working at times time off in lieu will be given.

**Annual Leave Entitlement:** 25 working days plus public holidays recognised in England.

**Place of Work:** Embercombe Higher Ashton, Exeter, Devon EX6 7QQ

**Reports to:** Chair of Board of Trustees

#### **Broad Purpose of the Role**

Accountable to the Board of Trustees and working alongside a Creative Director, you will develop and implement all strategic planning, delivery and operational aspects of Embercombe.

Key areas of responsibility, experience of which must be evidenced in your covering letter include:

#### **1. Governance**

- Provide the relevant information, systems and structures to ensure that the Board of Trustees can fulfil its legal, statutory and regulatory responsibilities
- Support regular meetings of the Board of Trustees and their working groups.
- Act as authorised signatory to all accounts.

#### **2. Strategic Planning, Implementation and Review**

- In conjunction with the Board of Trustees, and with the Creative Director, translate the Vision and Purpose of the organisation into meaningful strategic plans.
- Lead the development, implementation, evaluation and review of Embercombe's strategic objectives and plans with clear, achievable KPIs for finance, HR, land management and service delivery.
- Report to the Board on progress against key strategic objectives.

### **3. Finance and Fundraising**

- In liaison with the Treasurer, ensure that the appropriate forward planning, maintenance and management of company finances is maintained.
- Ensure the continuing successful development and implementation of Embercombe's fundraising strategy.
- Identify and apply for suitable sources of funding and lead on monitoring, evaluation and submission of accurate and timely reports to external stakeholders.

### **4. Leadership and Staff Management**

- Manage the Embercombe team and ensure it is a well-run organisation where colleagues feel valued and able to work effectively.
- Inspire and support the team to meet their goals and to understand how their contribution is vital to achieving wider strategic aims.
- Ensure there are clear lines of accountability and responsibility across the team which foster and maintain effective working relationships for the organisation.

### **5. Oversight of Land Management Strategy and Development and Maintenance of Buildings and Land**

- To oversee the further development and implementation of Embercombe's 'rewilding' land management strategy
- Maintain overview of site and buildings management
- To be responsible for Health & Safety for all staff and visitors to the land



## **Managing Director**

### **Person Specification**

#### **Experience**

- At least 3-years working at executive level.
- Experience in financial management and budget setting and monitoring of expenditure.
- Proven track record of securing funding in a tough financial climate particularly through trust and foundation applications.
- Experience of leading a team in a heart-centred way.
- Experience of the voluntary sector and the issues it faces.

#### **Skills**

- A strategic thinker with the ability to communicate a clear vision.
- A heart-centred leader with the ability to inspire, motivate and work collaboratively within a small team.
- Excellent management skills with a proven ability to plan, monitor and evaluate success.
- Excellent all round communication.

#### **Personal Qualities**

- Commitment to the aims and ethos of Embercombe and a passion for rewilding the land and the people.
- A desire to drive change for a regenerative world.
- Personal drive, energy, integrity, adaptability, compassion and responsibility.
- Understanding and desire to explore the principles of a progressive/new paradigm organisation.