

**Manager – part-time**

**Hours:** two days per week, flexibly

**Salary:** £30,900 pa pro rata (i.e. £12,360 pa for two days per week)

**Location:** flexible, but must be able to visit the site (just outside Totnes, Devon) at least weekly

**Deadline for applications:** 29th March 2019

**Start by:** as soon as possible.

**To apply:** Email CV and covering letter explaining why you'd be the right person for the position to roger@networkofwellbeing.org.

The Network of Wellbeing (NOW) owns and operates Eden Rise, a retreat and holiday facility near Totnes and is looking to appoint a manager to oversee its operations.

**Eden Rise**

Eden Rise is situated in open countryside about three and a half miles to the west of Totnes. It comprises two linked barns, set in the Devon countryside, that have been converted into a retreat centre to accommodate up to 20 people. The centre includes sleeping quarters, a kitchen/dining area, two large workshop spaces, outdoor seating areas and even a sauna!

Eden Rise is managed through a team of three self-employed consultants and a long-term volunteer, comprising:

* A caretaker who lives onsite and works 8 hours per week (largely as a cleaner) in exchange for her accommodation. She is on call at all times;
* A booking’s officer who works from home for about 3-4 hours per week;
* A bookkeeper/administrator who works from home for about 3-4 hours per week;
* A volunteer groundsperson who also lives onsite.

Eden Rise is booked for a range of events including yoga retreats, arts workshops and team-building sessions.

**Job Description**

The Manager will report to NOW’s Director and be responsible for the smooth operation of Eden Rise, in ways that further NOW’s charitable objects, including:

* Overseeing the management of Eden Rise, including coordinating the small team of part-time consultants and volunteers;
* Overseeing Eden Rise’s budget in line with policies determined by the Director and Trustees of the Network of Wellbeing;
* Preparing and managing an investment and maintenance plan, including overseeing contractors;
* Promoting Eden Rise online and in person, in association with the Communications Manager of the Network of Wellbeing, including overseeing the Eden Rise website;
* Liaison with users of Eden Rise to ensure they have an excellent experience, including handling complaints;
* Formulating proposals, in association with the wider Network of Wellbeing team, to ensure that Eden Rise contributes to the maximum extent to the Network of Wellbeing’s charitable objects.

**Person Specification**

The Network of Wellbeing is looking for someone who:

* is excited by and committed to the vision of the Network of Wellbeing
* is welcoming and inclusive, a good team player with proven organisational skills;
* has experience of managing a small team;
* has experience of managing a budget;
* has good spoken and written communication skills;
* has some experience of buildings management;
* is fluent with a range of office software (such as Word, Excel, Dropbox and Skype).

**Further Information about The Network of Wellbeing and its work in Totnes**

The Network of Wellbeing (NOW) was formed in 2013. It is governed through a Board of five Trustees and led by a Director, who manages a team of four staff from its office in Totnes (Devon, UK).

Our vision is of a world where everyone’s wellbeing needs are met within the planet’s natural limits. By wellbeing, we mean happy people, healthy communities, and a sustainable planet. We believe that people's happiness depends in part on the health of the communities in which they live and work. This in turn depends on the fairness of society as a whole, and the long-term health of the natural world on which we all depend.

The Network of Wellbeing’s aims are:

* *To build a community of interest of people and organisations who are committed to our concept of wellbeing.*

We achieve this through our online communications including our website and social media presence and by organising events where online followers and supporters can come together. We have a website ([www.networkofwellbeing.org](http://www.networkofwellbeing.org)) and an established presence on Facebook and Twitter. In 2017, we organised the very successful Building Wellbeing Together weekend at Hawkwood College, Stroud (see <https://www.youtube.com/watch?v=d-uWcVRKIFM>)

* *To co-create and promote activities that demonstrate the value of strong communities of place, demonstrably improve community cohesion and enable people to improve their wellbeing.*

We achieve this by supporting local actions to improve wellbeing in Totnes and beyond. In Totnes, we run the Totnes Wellbeing Fund which gives seed grants (up to £500) to improve wellbeing and the Share Shed, a Library of Things (see <https://www.facebook.com/RobGreenfield/videos/1181105875349822/>).

* *To identify and implement actions and research to further the wellbeing agenda nationally and internationally.*

We work closely with partners to promote wellbeing in the UK including through networks which challenge the conventional economic mantras of growth and consumerism.

For further information on NOW, visit our website www.networkofwellbeing.org.