



## Manager (Eden Rise) – part time

**Hours:** Seven hours per week, flexibly

**Salary:** £30,000 pro rata (i.e. £6,000 for seven hours per week)

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

**Deadline for applications:** 31<sup>st</sup> January 2018

**Start by:** March 2018

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

The Network of Wellbeing (NOW) is being gifted 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 holiday let to accommodate up to 20 people. The facility 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 (soon to be four) part-time staff, comprising:

- A caretaker who lives onsite and works 14 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 two hours per week;
- A bookkeeper/administrator who works from home for two to three hours per week,
- The current owners are recruiting a grounds person who will also live onsite, work 14 hours per week in exchange for their accommodation and be on call at all times.

Eden Rise is booked for a range of events including yoga retreats, arts workshops and team-building sessions. NOW will continue its existing uses, and also develop its own programme of weekend retreats focussing on the latest evidence of what truly helps improve wellbeing in a way that is connected with wider society and the natural world.

### 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:

- Managing and coordinating a team of part-time staff;
- 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 of part-time staff;
- has experience of managing a budget;
- has good spoken and written communication skills;
- has an understanding of events management;
- is fluent with a range of office software (such as Word, Excel, Dropbox and Skype)
- is able to visit Eden Rise on a regular basis.

## Further Information about The Network of Wellbeing (NOW):

The Network of Wellbeing (NOW) was formed in 2013. It is governed through a Board of seven Trustees and led by a Director, who manages a team of four staff, three of whom work from its office in Totnes (Devon, UK) and one from Rotterdam, in the Netherlands.

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](#), and an established presence on Facebook and Twitter. Last year, we organised the very successful [Building Wellbeing Together weekend](#) at Hawkwood College, Stroud.

- *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 monthly Community Potlucks and the Totnes Wellbeing Fund which gives seed grants (up to £500) for local groups to improve wellbeing. Last year we launched the [Share Shed Totnes - a Library of Things](#). Outside Totnes, we have worked with community groups, all over the country, to support local action to promote wellbeing.

- *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, please visit our website [www.networkofwellbeing.org](http://www.networkofwellbeing.org).