



20 September 2019

Dear Applicant,

We are delighted you are considering our new role as your next career move.

We are seeking a proactive and self-sufficient manager to join our growing team at Bore Place, a 500-acre organic farm estate in West Kent providing a unique venue with sustainability at its heart. The estate is home to a charity delivering programmes for young people, public and private events and courses, as well as a home for complementary rural businesses. You can find out more about us by visiting www.boreplace.org

The purpose of this role is to deliver excellent facilities and services to all our visitors, beneficiaries and partners and to support the growth of the venue and our charitable outcomes by 40% over the next 3 years.

We are looking for someone with outstanding leadership, organisational and analytical skills as well as a commitment to high standards and a can-do attitude that generates results, on time and to budget. With responsibility for the oversight of the day to day running of our venue and all operational, compliance and landlord requirements for our venue, estate, properties and services you will need to be customer-focused and have an in-depth knowledge of facilities compliance, as well as significant experience of the day to day running of a venue or equivalent business.

You would be required to deputise for me, be part of our new leadership team as well as play a core part in developing and delivering business plans to achieve our planned growth.

We are a people-focused organisation and are looking for a real team player with strong communication skills who can direct and manage a team of 15 staff and contractors delivering hospitality, food, gardening and maintenance services with 5 direct reports.

Values and integrity really matter to us. We are therefore looking for somebody sympathetic to our values and aims who is comfortable promoting the overall mission of Bore Place to colleagues and visitors.

We very much look forward to receiving your application by Wednesday 16th October 2019 and to learning more about you and all that you could offer.

With my very best wishes

A handwritten signature in black ink, appearing to read 'Caroline Arnold', written in a cursive style.

Caroline Arnold - Director