

# Job Opportunitites

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## Get Involved: New Roles @ Human Nature

This is an existential crisis. There is no role for business as usual: extractive, mediocre, unambitious and ultimately defeatist. We cannot continue destroying the living world and offloading the costs onto future generations, while missing the incredible opportunities that exist before our eyes to create a more civilised and resilient existence for all.

We're on a mission. In determined pursuit of the United Nations Sustainable Development Goals, we aim to demonstrate through a portfolio of landmark 'remarkable place' projects, how transforming where we live – our homes, infrastructures, communities and whole places - can both inspire and enable essential improvements in how we live, quality of life and the urgent regeneration of the biosphere.

## Good People Needed

Human Nature is headquartered in the lovely county town of Lewes, East Sussex. From here we are growing a portfolio of remarkable place projects: quite large, mixed-use developments that offer housing choice, social inclusion, stimulate circular economies, make for better everyday lives and regenerate the environment.

To speed this along, make sure we have the best chance of delivering the projects and deploy the learning from these across a wider platform and media (we're a campaigning business), we need to strengthen our team, specifically the engine room. We are hiring to the following posts: executive assistant, analyst and bookeeper (see next page for details).

### 1. Executive Assistant

### 2. Analyst

### 3. Bookkeeper

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## 1. Executive Assistant

Working to the CEO (and basically doing his job), the EA designs, directs, informs and coordinates the overarching programme for the work of the business and each of its projects. Information of all kinds moves smoothly between all parts to all parts: investor relations, Boards, other key partners and stakeholders, to our in-house and external professional teams. Critical paths are...critical, and our creativity and enterprise is anchored by the bedrock of fluent and effective planning and communications. The EA will also oversee the work of the bookkeeper (until our CFO arrives) and run a smart and welcoming office. We're an all-hands-on-deck operation too so be prepared to muck in on most things.

You are incredibly nice, engaging, can-do/glass mostly full, write and speak with calm authority and exceptional clarity, can add up (on spreadsheets and Gant charts) and are either already adept at InDesign or a keen and quick learner. Efficient people aren't always the most effective but if you were both, bingo. Our mission and ethos has to make you want to jump out of bed each morning to smash the tasks ahead of you/us.

Can be full-time or part-time but not less than 3 days each week.

## 2. Analyst

Calling all geniuses. Genii? You don't just crunch numbers on Google sheets/excel you research the living daylights out of what lies behind them, harry and hunt down the myriad interdependencies, ask so many questions of everyone and about everything that we're all at our wit's end, and deliver searingly accurate appraisal summaries and fascinating insights that help make our projects gorgeous, sound, inclusive, innovative on affordable housing and most else, and sustainable in all senses. It's not the model that gives the answer but the modelling. Some real

estate experience will be helpful but not imperative. An enquiring mind, appetite and critical reasoning far more important.

Full-time ideally but will consider part-time for the right person.

## 3. Bookkeeper

Well organised, numerate, a decent grasp of basic accounting software, inexorable, reliable, professional, happy, hard-working person to come and keep the ship moving. You will make sure everyone in our supply chain gets paid in a timely fashion, that records are tickety-boo and reports tell the truth in a timely fashion. Keep the bank, tax people and our accountants on-side. To spice up the role, we could add into your contribution sustainability accounting and reporting as well.

No weird stuff here, just a fab team to work in and fab projects, so we need a fab person. Is it you?

Part-time, 3 days in the first instance, but with likelihood it will grow to more.

*We aim to be a good employer. People of all backgrounds are extremely welcome to apply. 25 days paid annual leave (pro rata) + public holidays. Salary negotiable. We'll pay what it takes to get the right people, just enough, not too much. All jobs are based in the Lewes office (when Covid19 allows).*

*We aim to shortlist by the end of January.*

**Please write with a covering letter and CV to [Jonathan@humannature-places.com](mailto:Jonathan@humannature-places.com)**