

NORTHERN ROOTS

GROWN IN OLDHAM

A group of people are working in a garden, planting bamboo stakes. The scene is outdoors with a clear blue sky and lush green trees in the background. A black fence runs across the middle ground. In the foreground, a concrete path leads to a garden bed with dark mulch. Several people are standing around the garden bed, some holding bamboo stakes. One person is kneeling and working in the soil. The overall atmosphere is one of active participation and community work.

CREATING OPPORTUNITIES TO GROW

COMMERCIAL COORDINATOR



Salary: £28,000 - £30,000 per annum

Contract: 37.5hr/week over 5 days. Fixed term until 31st March 2027. Regular weekend working will be required once Northern Roots transitions to a seven day work pattern from August 2026.

Reports to: Head of Income Generation

Organisation: The employing organisation is Northern Roots (Oldham) Ltd, company no 11258080.

Location: Northern Roots, Oldham

Holiday entitlement: 25 days' holiday per year (excluding public holidays)

Pension contribution: 3%

About Northern Roots

Northern Roots is creating the UK's largest urban farm and eco-park in the heart of Oldham, Greater Manchester.

Our vision: Transforming Neglected Land, Connecting Communities and Creating Opportunities for all to Grow

We aim to benefit the environment, and to improve the health, wellbeing and livelihoods of local communities by transforming 160 acres of urban green space in the heart of Oldham into a destination for learning, leisure, creativity and growing.

To date, we have secured significant funding for capital works, established an urban farm, **engaged over 8,000 local people** in arts, culture, nature and heritage activities and events, supported people experiencing mental and physical health issues, created educational experiences and built a clear and recognisable brand.

In Autumn 2026, we will open our **new Welcome Building**, Forestry Skills Centre, play area, Amphitheatre and a further four acres of Urban Farm, the next phase in creating a **unique visitor attraction** and community asset in Greater Manchester.



COMMERCIAL COORDINATOR



Job Purpose:

This unique role will play a critical role in helping to **maximise commercial income** at Northern Roots, in order to help fund and grow our charitable activities. It will be responsible for three key areas of activity:

1. Sales and co-ordination of **corporate bookings**, events and room hire across our new Welcome Building, Forestry Skills Centre, and outdoor spaces.
2. Oversight of the **Northern Roots shop and retail offer**, including the veg box scheme.
3. Coordination of the relationships with, and between, the **community of small businesses** that are taking root on site – from beekeeper to blacksmith to yoga practitioner.

The role will work closely with the Head of Income Generation and internal teams to identify new opportunities and deliver inspiring experiences and products.

This is a new role at an exciting time for Northern Roots as we build a commercial offer for opening. It is an opportunity to help us shape a new role, learn new skills on the job and use your experience across a range of commercial revenue streams.

Main Duties and Responsibilities:

- Devise new and appealing **corporate and events packages**, incorporating facilities rental, facilitation, activities and catering. Work with marketing colleagues to promote them.
- Provide clear and accurate information on Northern Roots' facilities and services to prospective and existing clients, identifying their needs effectively.
- Manage and respond to all enquiries as part of the sales team, conducting client site visits, and maintaining accurate records within the booking system and associated databases.
- Complete all administrative tasks, including the creation of client files, filing documentation, and processing event invoices.
- Oversee the **day-to-day management of relationships** with the businesses and tenants operating from the Northern Roots site, negotiating commercial and social value terms of occupancy, reviewing performance and responding to queries.

COMMERCIAL COORDINATOR



- Support the community of businesses on site, organising regular meetings and promoting cooperation and a circular economy between them.
- Support the search for additional business occupants as the project develops, reviewing applications and responding to enquiries.
- Work closely with the Head of Income Generation and Chief Executive to establish a retail offer at Northern Roots, liaising with our land team, on-site businesses, and other suppliers, to **develop a unique and compelling product mix**.
- Monitor retail sales, pricing, procurement, restocking and reporting.
- Collaborate effectively with teams across Northern Roots to ensure the highest quality experience for all visitors and customers.
- Promote and comply with legislation and Northern Roots' policies on equal opportunities, health and safety and safeguarding in both service delivery and the treatment of others.
- Identify and undertake training and development as required to meet personal and business needs.
- Undertake any other reasonable duties commensurate with the level of the position to ensure the smooth running of Northern Roots.

How to apply

Email your **CV** and a **cover letter (no more than 2 pages)** to info@northern-roots.uk.

Application Deadline: Monday 4th May 2026 at 12 midnight

Interviews will be held on Monday 18th and Tuesday 19th May.

Have a question? Email info@northern-roots.uk