

NORTHERN ROOTS

GROWN IN OLDHAM



CREATING OPPORTUNITIES TO GROW

FACILITIES AND OPERATIONS MANAGER



Salary: £35,500 - £37,000 per annum

Contract: Fixed term until 31st March 2027

Hours: Full time (37.5 hours a week) across 5 days. Regular weekend working will be required as Northern Roots moves to a seven day working pattern from August 2026.

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

Location: Northern Roots, Oldham

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.



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Job Purpose:

This is a very exciting time to join Northern Roots and the Facilities & Operations Manager is an opportunity to play a crucial role in this **important transitional phase**, moving from capital delivery into live operations. The postholder will lead and project manage all activity required to ensure Northern Roots opens safely, compliantly, and commercially. The role balances **hands-on technical management** with **strategic leadership**, overseeing daily operations, maintenance and safety protocols.

Line Management responsibilities:

The post holder will join the Senior Management team and will line manage a team of cleaning, maintenance and administrative staff.

Key Tasks and Responsibilities:

Prior to Opening:

1. Work collaboratively with the capital delivery team to ensure a **smooth handover** from build to operations.
2. Lead the end-to-end operational readiness programme across the Welcome Building, Forestry Skills Centre, and associated external operations, from practical completion through to live operation.
3. Ensure all statutory, regulatory, health and safety, safeguarding, insurance, and licensing requirements are in place prior to opening.
4. Project-manage the operationalisation of all key contracts and agreements, including leases, licences, service contracts, suppliers, and commercial partners. Build a strong partnership with the landlord, OMBC.
5. Lead or support recruitment and induction of key operational staff and contractors.
6. Ensure **clear operating procedures**, delegations, staff rotas, and decision-making frameworks are in place for day-to-day site operations.
7. Maintain a clear risk register and mitigation plan focused on opening and early operations.

FACILITIES AND OPERATIONS MANAGER



Post Opening:

1. Manage a Planned Preventative Maintenance (PPM) annual site-specific inspection programme for all relevant facilities and services, ensuring all necessary periodic checks are included.
2. **Manage legislative and regulatory compliance** in all systems and procedures around building design and use, plant, equipment, services and systems, highlighting any potential risks and implementing mitigating actions.
3. Manage facilities-led projects to ensure all elements of site projects are communicated and delivered effectively, within budget and to timescale.
4. **Manage an in-house team** of cleaning, care taking and administrative staff, delegating day-to-day tasks as appropriate.
5. Act as the Competent Person for Health and Safety on site, overseeing compliance and good practice with regards to Health and Safety legislation and the Charity's Health and Safety Policy and reporting protocols.
6. Support the provision of suitable office accommodation or work premises for all staff, business tenants and volunteers, ensuring all reasonable user requirements are met.
7. Support the set-up, delivery and breakdown required for programmed charitable, commercial and private events and activities.
8. Support the centralised procurement and management of site wide utilities (gas, electricity, water and waste), IT support, security, insurance and other services, offering best value for money.
9. Participate in professional development and share learning with the team.
10. Actively promote equality, inclusion, diversity and accessibility within all activities.
11. Undertake and assist in other duties as may be required from time to time commensurate with the grade of the post.
12. Adhere to best practice in site management, health & safety, safeguarding, data protection procedures and Northern Roots policies, ensuring that codes of practice are communicated to and adhered to by people participating in activities on the site.

FACILITIES AND OPERATIONS MANAGER



Reporting to: Northern Roots CEO

Holiday entitlement: 25 days' holiday per year (excluding public holidays) pro rata for part time working.

Pension contribution: 3%

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

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

