

NORTHERN ROOTS



CREATING OPPORTUNITIES TO GROW

NATURAL HEALTH SERVICE COORDINATOR



Salary: £26,000 - £27,800 per annum (pro rata for part time working)

Contract: Fixed term until 31st March 2027

Hours: Four days per week (30 hours), normally Monday – Thursday. Some 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

Job Purpose:

Northern Roots is transforming 160 acres of urban greenspace in the heart of Oldham into a destination for learning, leisure, nature and growing. The charity's mission is to benefit the environment, and to improve the health, wellbeing and livelihoods of local communities.

In 2026 Northern Roots will open a new Welcome Building, Forestry Skills Centre, four more acres of Urban Farm, and an outdoor amphitheatre and play facilities. The charity will create further job, volunteering and business opportunities, alongside a programme of cultural, wellbeing, environmental and learning activities.

Our Natural Health Service currently delivers **pioneering nature connection and green wellbeing programmes** for people experiencing cancer, chronic illness, low-level mental health challenges, and drug and alcohol recovery. Our approach is **preventative, trauma-aware**, sensory and seasonal.

We are seeking an organised, warm, reflective person who can be the operational backbone and steady holding presence of our Natural Health Service. Someone who enjoys weaving together people, processes, nature-based facilitation and clear communication so our programmes run smoothly and feel welcoming and grounded.



This hybrid role blends
Operational Coordination and
Nature Connection
Facilitation.

NATURAL HEALTH SERVICE COORDINATOR



It is ideal for someone who **feels equally at home by the kettle, by the campfire, in the teepee, on the phone, in the spreadsheet, at a partner meeting and guiding a sensory nature-based session.**

We're looking for a compassionate person with strong organisational skills and a passion for nature and community wellbeing to work closely with our team, participants, partners, volunteers and research collaborators. You will help maintain the weekly and **seasonal rhythms** that make our service feel human, spacious and healing.

We'd like to meet creative people with **excellent interpersonal skills**, who have experience working with diverse communities to inspire positive change. A practitioner-producer with deep relational skill and respect for lived experience. A creative approach and flexible attitude are essential to this role.



Line Management responsibilities:



The post has no direct line management responsibility but does include the supervision of colleagues, volunteers, local residents and young people during activities.

Key Tasks and Responsibilities:

1) Operational Coordination:

You will support the smooth running of the Natural Health Service – bringing together creative production, operational coordination and sensitive communication.

A. Programme & Team Coordination

- Maintain and update the master Natural Health Service calendar and seasonal delivery rotas.
- Support the Natural Health Service Lead with staff planning, resource allocation and weekly/monthly scheduling.
- Maintain operational systems and documentation; track key actions, deadlines and resource needs across the team.
- Provide a reliable in-person anchor when the Lead is off site.
- Support collation, recording and submission of project expenses.

B. Referrals, Partner Liaison & Participant Coordination

- Build positive relationships with participant groups, referral and research partners.
- Coordinate communications with partners: GPs, Macmillan, Maggie's, community organisations and research teams.
- Liaise with participants regarding referrals, assessments, reviews and appointments.
- Complete documentation for referrals, evaluation, funder reporting and participant records.

2) Nature Connection Facilitation

You will support the design, planning and facilitation of Natural Health Service sessions and events as needed. Activities may include: nature/sensory walks, green woodworking, nature craft, bushcraft, forest bathing, conservation, growing and grounding practices.

- Support set-up and pack-down of sessions and maintenance of accessible, welcoming shared spaces (indoor and outdoor)
- Maintain tools, inventories and equipment.
- Contribute to evaluation, monitoring and creative development of sessions.

3) General Responsibilities

- Participate in professional development and share learning with the team.
- Actively promote equality, inclusion, diversity and accessibility within all activities.
- Undertake and assist in other duties as may be required from time to time commensurate with the grade of the post.
- 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.

Reporting to: Natural Health Service Lead

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: Sunday 10th May 2026 at 12 midnight

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

