

NORTHERN ROOTS

GROWN IN OLDHAM



CREATING OPPORTUNITIES TO GROW

ADMINISTRATIVE COORDINATOR



Salary: £26,000 per annum pro rata for 4 days

Contract: 30 hours a week over 4 days. Fixed term until 31st March 2027 initially. Regular weekend working will be required once Northern Roots transitions to a seven day work pattern from August 2026.

Reports to: Facilities and Operations Manager

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.



ADMINISTRATIVE COORDINATOR



Job Purpose:

The Administrative Co-ordinator is an excellent opportunity for an enthusiastic, dynamic individual to provide financial, administrative and staff support to enable the smooth running of our operation.

We are looking for someone who genuinely enjoys admin, has strong organisational and people skills, and really wants to be that practical anchor for an organisation that is growing and entering an exciting new phase.

The role will report into the Facilities & Operations Manager and support and co-ordinate teams across Northern Roots including, Finance, Commercial, Visitor Experience and Events, as well as providing admin assistance to the CEO and Northern Roots Board of Trustees.

This is a new role at an exciting time for Northern Roots as we open our new facilities. 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 activities at a new community asset and visitor destination.

Key Tasks and Responsibilities:

Finance

- Support the Northern Roots Finance Manager with payroll and staff and volunteer expenses.
- Update and maintain supplier accounts, ensuring account and contract details are accurately maintained on our finance system (Xero) and database (GoodCRM)
- Raise and process purchase orders and invoices including submitting invoices to the customer and supporting with collections when needed.
- Build relationships with internal and external stakeholders to optimise efficiencies and cashflow.
- Support Finance team when required, in particular with the introduction of new processes related to the Northern Roots retail and café offer

ADMINISTRATIVE COORDINATOR



Key Tasks and Responsibilities:

Visitor Operations

- Support the Facilities & Operations Manager with planned preventative management tasks, compliance, and management of supplier contracts.
- Manage the Northern Roots inbox and direct correspondence as appropriate
- Create effective processes to co-ordinate and manage room and event bookings at Northern Roots that could include Commercial, Natural Health Service, Learning and Event bookings.
- Support the management of volunteer recruitment, management and rotas.

Staff / Other

- Build relationships with internal teams and volunteers to deepen understanding of the organisation and act as a central point of contact for external and internal stakeholders.
- Identify and implement administration procedures to support the smooth running of Northern Roots.
- Provide admin support to the CEO and the Northern Roots Board of Trustees including circulating agendas, minute taking, room bookings and invitations.
- Support with tracking and recording staff leave, staff recruitment, staff contracts and training.
- Help to embed a new CRM system by inputting data, maintaining records and supporting staff to use the system.

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

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 14th June 2026 at 12 midnight

Interviews will be held on Monday 22nd and Tuesday 23rd June.

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