



www.cotteslowegreenhouse.org

Project Manager (Part-Time Contract)

Contract: Fixed term (6 months, with potential extension)

Time commitment: 16 hours flexible across the week

Pay: £22-25 per hour depending on experience

Location: Oxford (hybrid with regular local engagement and time on site)

Start: Monday 23rd, March

Reporting to: Project Board / Chair

About the organisation

Cotteslowe Greenhouse is a community-led horticultural and wellbeing project restoring historic greenhouses in Cotteslowe Park into a thriving hub for food growing, nature connection, learning, and community life.

After several years of campaigning and volunteer effort, we have secured a 25-year community lease and are now entering a crucial new phase: restoring the site, building a small staff team, and preparing to reopen the greenhouses as a long-term community asset. We plan to open fully in 2026.

The project brings together:

- community food growing and horticultural training
- nature-based wellbeing and learning programmes
- volunteers, partners, and contractors working alongside a small paid team

The organisation is a Charitable Community Benefit Society, governed by a volunteer Board.

Role Overview

This is a core coordination role focused on coordinating all workstreams, maintaining the overall project Gantt chart, budget oversight, support for fundraising, internal communications and volunteer coordination.

As in many growing community-based projects, the role involves wearing multiple hats and ensuring that different strands of activity, from funding deadlines to volunteers to local partnerships, progress in a coherent and coordinated way.

The role requires someone who can operate independently, build trusted relationships, manage competing priorities, and maintain momentum across diverse activities while providing clear and timely updates to the Board. The Project Manager will work alongside the Site & Construction Manager to ensure the project stays on schedule and on budget at this critical point.

Cotteslowe Greenhouse is a charitable community benefit society.

We are registered as Cotteslowe Greenhouse Limited with the FCA, number 9583.

Key Responsibilities:

Project Coordination & Reporting

- Coordinate the day-to-day progress of the project, ensuring different strands of work remain aligned as the project moves toward reopening
 - Track key activities, milestones, and risks using the project Gantt chart
 - Track and keep up to date the overall project budget
 - Provide regular updates to the Board on progress across budget, workstreams, volunteers, partnerships, and communications
 - Help us foster a positive, collaborative and inclusive working culture that reflects the spirit of the project.
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Volunteer Development & Coordination

- Support recruitment, onboarding, and coordination of volunteers across growing, events, and site activities
 - Help establish effective volunteer structures, including working groups, ensuring volunteers are informed, supported, and able to contribute meaningfully
 - Work with the Board to develop sustainable approaches to volunteer management as the project grows
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Partnership Development & Management

- Maintain regular communication with partner organisations and local projects (e.g. Organic Lea, Flo's, Oxford Botanic Garden, Cutteslowe Community Centre and others)
 - Identify opportunities for collaboration, shared learning, and joint programming
 - Support the development of new relationships with relevant local organisations
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Person Specification

Essential

- Experience managing community-based and multi-stakeholder projects
- Strong organisational and coordination skills
- Experience working with volunteers or community groups
- Excellent relationship-building and communication skills
- Ability to work independently with minimal supervision
- Strong written communication skills suitable for public-facing update
- Experience managing budgets
- Experience building and maintaining project management systems

Desirable

- Experience in horticulture, environmental education, community food growing, or nature-based projects
- Experience working with charities or social enterprises

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- Knowledge of the Oxford community landscape
 - Experience organising events or public programmes
 - Good working knowledge of Excel and Airtable
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Personal Attributes

- Collaborative, empathetic, and people-centred
 - Practical, proactive, and solutions-focused
 - Highly organised with the ability to juggle multiple priorities
 - Confident communicator with diverse audiences
 - Motivated by nature, community wellbeing, and place-based work
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Why this role matters

This role will help shape how Cutteslowe Greenhouse comes to life as a welcoming community space rooted in nature and growing. By coordinating across all elements of the project, you will contribute directly to creating a place where people can learn, connect, and feel a sense of belonging for many years to come.

How to Apply

Please send a CV and brief cover note outlining relevant experience and availability to info@cutteslowegreenhouse.org

Please submit by 5pm on Monday March 9th, 2026