



Community Landshare Coordinator

Location: Warfield, Bracknell Forest

Remuneration: £19.18 per hour, 24 hours per week - £24,000pa (pro rata to £35,000pa for a 35hr week) - to include at least 3 x 6 hour days per week on site.

Jealott's Hill Community Landshare (JHCL) is a prestigious, award-winning Community Interest Company (CIC) set in a 6-acre site in Warfield. Our mission is to enhance community wellbeing through horticulture and environmental engagement.

Supported by a dedicated volunteer workforce, we provide a range of services for a diverse range of beneficiaries, including individuals with learning and physical disabilities, those in mental health recovery, and participants in community service programs. As we enter a phase of strategic growth—including the development of commissioned services, corporate partnerships and charitable status—we require a disciplined professional to lead our daily operations.

The Role:

Reporting directly to the Board of Directors, the Community Landshare Coordinator will serve as the primary operational lead. Your objective is to establish and maintain high-level administrative systems that ensure the Landshare remains a safe, efficient, and professionally managed environment.

Key Strategic Responsibilities:

- Design and manage robust administrative and communication systems to streamline day-to-day operations
- Ensure the site meets all Health & Safety and legislative requirements, maintaining a secure and therapeutic environment for all stakeholders
- Line manage and provide occasional cover for the part-time Horticultural Assistant
- Oversee the recruitment, induction, coordination and support of the volunteer workforce
- Act as the primary liaison for our landowner (Syngenta), health and social care professionals, and community partners

- Oversee the organisation's digital profile via social media and other channels to ensure positive messaging and effective community engagement
- Execute basic bookkeeping, manage small-scale local fundraising initiatives, and handle contract negotiations
- Coordinate and manage public facing events

Ideally, you'll have:

- A track record of management within a community or social enterprise context
 - Exceptional organisational and leadership skills with a focus on accountability
 - Proficiency in IT systems, digital marketing, and the implementation of operational workflows
 - Demonstrated experience working with vulnerable populations and the ability to navigate complex social care landscapes with empathy and confidentiality
 - A "hands-on" approach to problem-solving, comfortable working in a rural, outdoor environment and managing DIY/horticultural requirements
 - A thorough understanding of safeguarding and health and safety protocols
 - An ability and willingness to work occasional weekend days
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- **Application Deadline:** 12 noon Wednesday 6th May 2026
 - **Interview Date:** Thursday 14th May

For full details see the Landshare website, Facebook or use email

<https://www.jealottshilllandshare.org.uk/>

https://www.facebook.com/JealottsHillCommunityLandshare/?locale=en_GB

Via email admin@jealottshilllandshare.org.uk

For a confidential discussion regarding the position, please contact Alison Bird on 07894 459131

Please note that the completion of a formal Application Form is mandatory for all candidates. Completed applications should be returned to mch3472@gmail.com by 12 noon on 6th May 2026