



cotesbach
EDUCATIONAL TRUST



Project Manager

Cotesbach Educational Trust

www.cotesbacheducationaltrust.org.uk

About Us

Cotesbach Educational Trust is a charity established in 2007 set within Cotesbach Estate and the thriving Stable Yard. At its core lies the Marriott archive which documents local and social history over 700 years and consists of roughly 12,000 documents. We draw on this collection to create an educational setting for environment, heritage and arts. We endeavour to use the resources in the archive as well as draw on our surroundings to 'reconnect with place and land to develop skills for the future'. As well as providing opportunities to engage with the archive, we run talks, courses, events and facilitate bookable spaces and catered parties. Our previous speakers have included Satish Kumar and Baroness Shami Chakrabati and recent courses have been centered on nature including foraging, beekeeping, willow weaving and a dawn chorus walk.

About the Role

This is an exciting role to deliver the remainder of our Heritage Resilience Fund project funded by The National Lottery Heritage Fund. This is an opportunity to join us at a pivotal moment. We are strengthening our core business model through increased focus on bookings and programme delivery, helping to secure the organisation's long-term sustainability. At the same time, we are investing in key areas of the site, undertaking evaluation work, and exploring digital developments to support future growth. We are looking for someone who will be enthusiastic about our vision, engage with our wider themes and ambitions, and help shape the next chapter of the organisation's development.

We are seeking a creative and driven individual to oversee all aspects of our operations over the course of this period, as directed by skilled trustees. This is a broad role and will be the sole member of staff in a small but ambitious organisation. We are looking for someone who will bring ideas and energy to the position. It requires a candidate to be proactive, versatile and excited to take a leadership role in a growing organisation. A significant part of the role is operational and hands on delivery is required on elements including managing room and event hires, the coordination of a programme in line with our ethos, marketing and social media, site management.

This role is for 20-24 hours per week. It is a fixed term 18 month contract, funded by the National Lottery Heritage Fund. Depending on events, occasional weekends or evenings may be required. Flexible working is accommodated, though we would expect most hours to be carried out on site. Remuneration is £17 per hour depending on experience. This represents a full time equivalent salary of £35,360. Start date is 1st January 2027 with some flexibility for the right candidate. Interviews will take place w/b 16th November.

About the Place

Cotesbach Educational Trust is set within Cotesbach Estate, a dynamic place that includes multiple thriving businesses, a cafe and residential dwellings. The role sits within a thriving rural community, with the opportunity to collaborate with local businesses.

Key Deliverables

1. Increasing quarterly income to at least £6000 by way of bookings and programme.
2. Developing regular bookings and income sources that remain in place beyond the tenure of this post.
3. Working through a risk register to resolve all areas of required site maintenance.
4. Working with trustees to conclude our Heritage Fund Resilience project.
5. Carry out any other aspects of our Heritage Fund objectives as directed by trustees.

Responsibilities and Duties

1. Support trustees to fulfil the objective of our Heritage Fund grant: to secure our long term financial sustainability and resilience through the development of our business model. Work strategically towards meeting income targets determined by trustees. Collaborate with consultants as required by trustees to achieve organisational growth.
2. Design, coordinate and manage a programme of events, talks and workshops, liaising with practitioners, artists etc as required, overseeing everything involved in set up, moving furniture and packing away, ensuring events are fully equipped and run smoothly, and attending events in the majority of cases
3. Develop and manage room hire offering. Respond to and resolve room hirer issues/complaints, set up and pack up, be on site to meet guests as required and ensure the smooth running of hires.
4. Oversee the resolution of items outstanding on our risk register within a given budget.

5. Manage enquiries via phone, post, email and website
6. Market events, the full programme and room hire, online, locally and through contact lists
7. Manage and curate social media content to generate and develop audiences
8. Design marketing material (event flyers and posters, adverts, etc)
9. Manage marketing activities including supporting contracted work such as SEO, content creation and local circular campaign
10. Collate the quarterly newsletter, manage and hone mailing lists
11. Manage the day-to-day upkeep of the site, maintenance and cleanliness, reporting issues where necessary. Oversee and coordinate areas of capital spend on buildings and maintenance.
12. Develop audience through engagement with onsite visitors to Cotesbach as well as more broadly
13. Build relationships with local organisations
14. Manage accounts, subscriptions, purchasing and budgets as required
15. Book-keeping, creating codes, managing invoices, receipts, and petty cash liaising closely with the Trust Chair and Finance Officer
16. Support programme design alongside trustees
17. Maintain, update and improve the website
18. Support the trustee and volunteer team as appropriate
19. Undertake any other activities that may be reasonably requested by Trustees from time to time

Person Specification

Essential

- Experience of project management and fulfillment of funding objectives within the charitable sector
- Working knowledge of marketing channels and social media, with a track record of developing audiences
- Experience of design and delivery of events and of working with the public
- Positive and proactive attitude, and a willingness to work ad hoc hours on site
- Excellent written communication and ability to adopt an appropriate tone for our audiences
- Experience of managing a budget
- Experience of maintaining and developing a website as well as developing presence and raising profile online and in physical copy

Desirable

- Experience of licensing and contracting
- Experience of successfully marketing events
- Experience of using design software packages including Canva
- Understanding of the cultural and heritage sector and knowledge of networks and building audiences

- Knowledge of search engine optimisation
- Creative and innovative thinker keen to develop a career in the sector
- Passionate about delivering imaginative, high quality events

To apply, please submit a CV and covering letter to the email below by Friday 6th November 2026.

For questions or informal discussion on the role and to apply, please email Letty Bennett, Chair of Trustees, via hello@cotesbacheducationaltrust.org.uk