

Land & Property Coordinator

Job Location: Our head office in Quenington

Reports to: Director of Land, Property & Commercial Development

Contract: Full time (35 hours a week)

Salary: £32,000 - £35,000 per annum



Land & Property Coordinator

The role

We are looking for a highly organised and proactive **Land & Property Coordinator** to support the Director and wider Land and Property team in the day-to-day management of the Trust's rural estates and property portfolio.

The role involves coordinating diaries, planning meetings, maintaining accurate records and keeping track of priorities to help the Director, and the team work efficiently to deliver its objectives. You'll work with a wide range of colleagues and external contacts, providing professional support for land, property, and development projects across a rural estate.

We're looking for someone who is professional, methodical, responsive and comfortable managing a varied and dynamic workload. You'll need to communicate well, use your initiative and pay close attention to detail and priorities, while helping the team stay organised and identifying opportunities to improve ways of working.



Responsibilities & requirements

We are open to applicants with a range of skills and experience who feel confident they can fulfil the role.

You don't need to have experience across every area, but you should be confident using Microsoft 365 and other digital tools, able to stay calm under pressure and adapt quickly to changing priorities.

We're looking for someone who can handle confidential and commercially sensitive information appropriately, work collaboratively across teams and with stakeholders, supporting the Director and the wider Land and Property team in delivering priorities.

Responsibilities

- Provide organisational and operational support to the Director, across a complex rural estates and property portfolio.
- Manage busy schedules and communications balancing shifting priorities and resolving conflicts in a dynamic environment.
- Support the effective running of the Land and Property function by coordinating meetings, working groups, reporting cycles, governance processes, and wider team initiatives.
- Coordinate travel, accommodation, itineraries, site visits and events to maximise efficiency and effective use of time.
- Act as a key point of contact for a broad network of stakeholders.
- Track priorities, actions, decisions and commitments across the Land and Property function, ensuring they are clearly recorded, and delivered.
- Exercise professional judgement in prioritising, redirecting and escalating matters where appropriate in support of the Director.
- Identify opportunities to enhance digital systems, streamline administrative processes, and modernise ways of working to improve efficiency and reduce operational delays.
- Manage a structured records management system, incorporating digital filing and off-site storage.

Requirements

- Experience in property, land, and estate environments, preferably in the rural sector.
- Strong communication skills and an ability to establish and build strong working relationships.
- Experience supporting managers with strategic priorities and operational delivery.
- Proactive and forward-thinking.
- Resilient and solutions focused.
- Flexible and adaptable, with the ability to navigate challenges with discretion and in a constructive manner.



What to expect

Join our growing team at the Trust for a friendly and rewarding experience. We offer competitive salaries, a range of benefits plus a training budget for your personal growth.

We currently have around 53 team members working at our Gloucestershire head office, and across our UK landholdings, with many working hybridly.

Enjoy our generous benefits:

- 10% employer pension contribution (5% from employees)
- 27 days annual leave, plus statutory holidays and additional leave between Christmas and New Year
- Life Assurance
- Access to Employee Assistance Programme, providing 24/7 support for health, mental wellbeing, and more
- Dynamic, creative, and welcoming work environment at our head office in Quenington

Equity, Diversity and Inclusion

Embracing diversity is an essential part of the work of The Ernest Cook Trust. We are committed to treating everyone as a unique individual, fairly and with respect, irrespective of race, disability, age, gender, marital status, sexual orientation, or religion. We are committed to ensuring equality, respect, and safety for all, and prioritising the wellbeing of the children, young people and vulnerable adults we support. Our safeguarding policy can be found [here](#).

The appointment will be subject to satisfactory background checks including Disclosure and Barring Service and relevant online searches to comply with best practices in Safeguarding, and proof of the right to work in the UK.

About the Ernest Cook Trust

In our nature

The Ernest Cook Trust is an educational charity grounded in the land. We cultivate deep-rooted connections with the land, through Outdoor Learning and experiences in nature. We believe that land can deliver multiple benefits united by a unique ability to enrich both lives and livelihoods.

Through our learning programmes, grant making, collaborative partnerships, and progressive land management, we are working to change the way people across the UK understand and experience land and nature.

At the Ernest Cook Trust, we see a future where land and lives enrich each other. A future where anyone can find their place, purpose and potential through connections to thriving land.

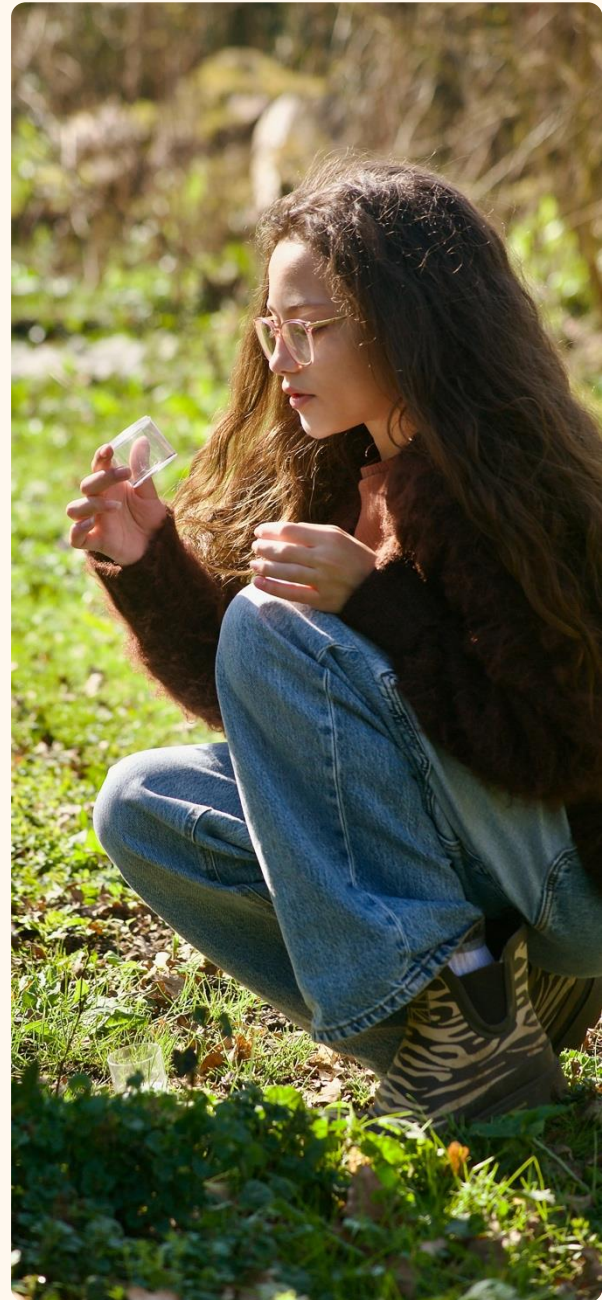
You can read more about our heritage, our mission today and our vision for tomorrow on our new website.

Our 2026-29 strategy and our latest annual report are both at the bottom of the home page.

Working with us

Working outdoors can be challenging – it's often muddy, hard work, and no two days are the same. But this is what also makes it so rewarding. And whether you're looking for a career outdoors or your role supports our land management and learning, there will always be opportunities to get outside on our land and beyond our boundaries.

So come, join us outdoors – explore our job vacancies, partnership opportunities and other ways to learn on the land.



The Ernest Cook Trust today

£4.3M

charitable spend

4,859

young people got outdoors with our learning delivery programmes

342

young people learnt land-based skills

25

farm tenants

9,000

hectares in our care

651

outdoor learning sessions hosted at our sites



Our values

Guiding and shaping all we do



Cultivating connections

Creating a sense of connection and belonging — to the land, between each other, and with new audiences.



Freedom to try

Committing to our belief that learning helps us thrive — whether from each other or across our land.



Progressive stewardship

Acknowledging that adaptation is necessary and builds resilience, but is rooted in a deep care for the land.



How to apply

Please submit a CV with a cover letter to briefly introduce yourself and why you think you are suited to this role. This should be addressed to Michael Birnie, Director of Land, Property & Commercial Development.

Upload your letter and CV to: <https://hr.breathehr.com/v/land-property-coordinator-49246>

Closing Date: Wednesday 18 November 2026

1st Interviews: Wednesday 2 December 2026 via Microsoft Teams

2nd Interviews: Thursday 10 or Friday 11 December 2026 at The Ernest Cook Trust Head Office, Quenington, Gloucestershire, GL7 5BN

What3words: <https://w3w.co/many.cakes.daffodils>

Please note that this role may close earlier than advertised due to the volume of applications received.

Find more information about the Ernest Cook Trust on our website at www.ernestcooktrust.org.uk. **We look forward to hearing from you!**



Ernest Cook

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The Ernest Cook Trust
Court Farm
Quenington
Gloucestershire
England GL7 5BN

01285 712492
hello@ernestcooktrust.org.uk
ernestcooktrust.org.uk