



OXYGEN CONSERVATION



PROPERTY COORDINATOR: CREATING SPACES THAT CONNECT PEOPLE TO PLACE

ROLE OVERVIEW

Are you passionate about creating spaces that deliver environmental, social, and economic value? Do you want to use your property knowledge to support ambitious conservation projects that shape the future of sustainable land management and support rural areas? We're looking for a proactive and detail-oriented Property Coordinator to join our dynamic team.

In this role, you'll collaborate closely with our Planning and Property Director, [Ei Milden](#), alongside the wider Operations Team and our dedicated Estate Managers. You'll help to ensure that our built assets – from agricultural buildings to residential and ecotourism properties – are compliant, well-maintained and contribute to delivering impact across the Oxygen Conservation portfolio. Your work will directly support our mission to Scale Conservation and redefine what land can do for communities and the planet.

ABOUT YOU

We're looking for someone who is not only organised and methodical but also thrives in the dynamic world of estate transformation. Someone who sees potential in every project and is excited by the challenge of delivering environmental, economic, and social change. If you're ready to get stuck in - even if it means a little mud on your boots - you'll fit right in. Here's a snapshot of the qualities we are looking for:

ENVIRONMENT

- Passionate about the environment and achieving real impact. Our commitment to the environment is unwavering and guides us in every decision we make. It is the driving force that propels us forward. We are looking for that same commitment in you.

IMPACT

- Strong organisation skills with excellent attention to detail and accuracy.
- Organised and methodical, with a passion for accuracy and attention to detail.
- Ambitious and eager to learn and develop professionally and personally.
- Fascinated by built environment and its role in supporting social impact.

- Comfortable juggling multiple tasks and deadlines in a dynamic environment.
- Committed to continuous professional development and eager to stay ahead of industry changes.

ADVENTURE

- A passion for adventure (however that resonates with you), spending time in nature and connecting with the outside world.

TOGETHER

- A personable and strong communicator who can build positive relationships with colleagues and external partners and is able to engage effectively with a wide range of stakeholders.
- Committed to working as part of a team, supporting others, and contributing to shared goals.
- And let's be honest, you must be really nice too. Sharing snacks on long journeys or a packed lunch whilst out in the driving rain is mandatory!

ABOUT THE ROLE

This is a rare opportunity to join a team rewriting the rulebook of rural property management. As our new Property Coordinator, you'll drive the transformation of historic buildings and estate assets, unlocking their full potential through new development opportunities. From concept to completion, you'll coordinate contractors, consultants, and internal teams to bring projects to life on time and on budget, all while delivering tangible, lasting impact for rural economies across the UK.

You'll work hand-in-hand with Estate Managers, supporting financial processes and red book valuations, while ensuring our property records are meticulous and legally compliant. This is a wide-ranging role that also includes due diligence on acquisitions, monitoring regulatory change, and exploring mission-aligned partnerships. And above all, you'll champion a culture of safety, sustainability, and purpose in everything we do. If you're ready to fuse project planning with practical delivery in a company where your work really matters, this is the role for you!

KEY RESPONSIBILITIES

- Drive projects forward that bring estate buildings back to life, unlocking their potential through lettings, change of use, conversions and new development opportunities – all with lasting impact for rural economies.
- Pro-actively coordinate contractors and consultant teams to help deliver projects on time and within budget.
- Support Estate Managers with property financial management, contributing to the annual red book valuation process.

- Maintain accurate property records and legal compliance documents across our diverse property portfolio.
- Monitor and report on regulatory changes impacting our operations across England, Scotland, and Wales.
- Assist with property due diligence activities during estate acquisitions.
- Identify and develop partnership opportunities that align with our mission to deliver economic, environmental, and social impact.
- Champion a strong Health, Safety, and Environmental (HSE) culture across all property-related activities.

ABOUT US

Oxygen Conservation was founded in 2021 by the Oxygen House Group and Dr Rich Stockdale with a clear mission: **Scaling Conservation**. We acquire land at scale on behalf of asset owners to deliver transformative environmental and social impact – creating profit as a result of what we do. In just three years, we’ve completed twelve transactions, assembling a portfolio of over 43,000 acres dedicated to restoring and protecting nature.

Our vision is intentionally aspirational and inspirational: by 2030, we aim to have £1 billion of natural capital assets under management, enabling us to protect and restore 250,000 acres of land for people and wildlife. By combining our scale, reputation, cutting-edge data, and exceptional skills, we’re redefining conservation.

Our work hasn’t gone unnoticed. In 2022, we were named **Start-Up of the Year** at the Business Leader South West Awards, followed by **Team of the Year** at the 2023 Edie Awards and our nature fundings agreement with Triodos won **ESG Deal of the Year at the 2024 Insider South West Dealmakers Awards**. Our founder and CEO, Dr Rich Stockdale, is featured in the **ENDS Power List** as one of the top 100 UK environmental professionals driving significant impact, and was shortlisted for **Edie’s Leader of the Year Award** in 2024.

At Oxygen Conservation, we’re scaling impact, creating opportunities, and leading the charge for a nature-based economy that works for people, wildlife, and the planet.

KEY INFORMATION

- **Term:** Full time, permanent
- **Location:** Remote with regular travel to estates across England, Scotland, and Wales
- **Salary:** We’re offering a salary of £27,000–£35,000 dependent on skills, experience, and talent. Most people join us in the lower to middle part of a range, with salary progression linked to their performance over time.
- **Benefits:** A generous financial and non-financial benefits package.
- **Closing Date:** 1st August 2025

ABOUT THE NEXT STEPS

To help you prepare for an interview, here are a list of questions we've used in previous recruitments. Now, here's the twist – they might come up in our conversation, or they might not. Consider this a sneak peek, an insider's tip to help you feel ready and excited for interview.

1. Environment: Please tell us about your relationship with the natural world and what living sustainability means to you?
2. Awareness and Engagement: What do you perceive to be the biggest threats to biodiversity in the UK?
3. Environmental Commitment: How do you see the role of the built environment in delivering positive environmental impact, and how would you bring that to life in this role?
4. Project management: Tell us about a project you've managed. How did you ensure it was delivered on time and within budget?
5. Getting to know you: What do you need from us to be awesome in this role?
6. Response to Challenge & Learning: Can you describe a time when you faced a significant challenge or setback? How did you approach it, navigate the messy middle, and what did you learn from the experience?
7. Multitasking, Organisation, and Prioritisation: Your priorities here will change constantly. What do you do when priorities change quickly? Can you give us an example of when you were particularly effective at prioritising tasks?

We hope the information on our website, and in this candidate pack, has inspired you to apply. Please be bold, creative, and most importantly, be yourself throughout the whole application process. Good luck!

