



Job Title: Referrals Coordinator (Maternity Cover – Fixed Term Contract)

Location: The Walled Garden, Wilcote, OX7 3DT (Hybrid working available)

Hours: Part-time, 14 hours per week

Contract: Fixed Term 12 months – Maternity Leave Cover

Salary: £11,910 - £12,118 (FTE £29,777 - £30,296)

Closing date: Monday 1st December

Interviews: Wednesday 10th December

Start date: March 2026

About Bridewell Gardens

Bridewell Gardens is a mental health charity using gardening and working in nature to support people affected by serious mental health conditions. Our walled garden and vineyard in West Oxfordshire provide a safe, supportive space where people can rebuild confidence, develop new skills, take steps toward volunteering, training, and employment, and find hope for the future.

About the Role

We're on the hunt for someone to cover a period of staff leave, joining our small team on a fixed-term basis to make sure all referrals to Bridewell's service are supported in a timely and consistent way. This role is central to the smooth running of our operations, supporting both the Recovery Service Manager and Director. You'll be a key point of contact for people who access the service, working closely with volunteers and the various mental health teams and voluntary sector organisations that make referrals.

You'll manage day-to-day office functions, coordinate referrals, maintain monitoring data. This is a varied and rewarding role for someone who enjoys working in a collaborative, supportive environment and is passionate about supporting mental health recovery.

Key Responsibilities

- Maintain efficient administrative systems and processes
- Manage referral enquiries and coordinate appointments
- Update project monitoring and evaluation data
- Support diary management and scheduling for the team

About You

- You share Bridewell's values and bring empathy, flexibility, and focus on solutions
- You're confident working independently and collaboratively within a small team
- You have strong organisational skills and attention to detail

- You understand the challenges faced by people with serious mental health conditions
- You're comfortable managing multiple tasks and adapting to changing priorities

Additional Information

- Regular face-to-face working is required
- We welcome applications from candidates with relevant skills and experience

How to Apply

To apply, please complete the application form available on our website and send it to info@bridewellgardens.org. In your application, please outline how your skills and experience align with the role requirements.

For informal enquiries, contact Ruth Madder at 01993 259 059 or email the address above.

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