



# Work with us

Be part of a mission-driven team delivering trusted, local retrofit – one home at a time



Working  
with Oxfordshire  
councils, community  
partners, and  
homeowners who  
want real change.

Cosy Homes Oxfordshire is an independent, Oxfordshire-based retrofit service helping homeowners make their homes warmer, more comfortable, and better prepared for the future.

We deliver high-quality domestic retrofit that cuts carbon, supports local supply chains, and improves how homes feel and function – for good.

**Our team** includes experienced Retrofit Coordinators, Assessors, and project support staff who work together to plan and manage a wide range of retrofit measures – from fabric improvements and ventilation to low carbon heating and solar PV. We take a whole house approach, providing trusted advice and tailored project delivery that puts quality first.

Cosy Homes Oxfordshire is a **collaborative service** delivered by Low Carbon Hub and RetrofitWorks – combining local expertise with industry-leading standards.

**If you're committed to sustainable construction and want to help shape the future of retrofit in Oxfordshire, we'd love to hear from you.**

# Job Title

## Project Administrator

Location: Charlbury, Oxfordshire

Job Type: Full-Time

Closing Date: Monday 28 July 2025

## Job description

We're looking for a well-organised and proactive Project Administrator to support the delivery of high-quality retrofit projects. This is a varied and rewarding role with real impact – helping homeowners across Oxfordshire improve the comfort, efficiency, and performance of their homes.

### Key responsibilities

**Client and contractor liaison** – Act as the first point of contact for clients and contractors, responding to queries and providing clear information

**Quotations and scheduling** – Obtain quotations from contractors and schedule works to ensure timely, efficient project delivery

**Project coordination** – Work closely with Retrofit Coordinators to manage timelines and support the smooth delivery of retrofit projects

**Customer support** – Guide clients through the retrofit process and respond to any questions or concerns with professionalism and care

**Documentation management** – Maintain accurate records of project documentation, including surveys, quotes, contracts, and reports

**Stakeholder communication** – Communicate effectively with clients, contractors, and team members to manage expectations and keep projects on track

**Efficiency improvement** – Identify opportunities to streamline processes and enhance the overall effectiveness of our service

# Skills and qualifications

## General skills

**Experience** – Previous experience in an administrative role is essential. Experience within, or an interest in, sustainable construction is desirable

**Communication** – Excellent verbal and written skills, with the ability to convey information clearly and concisely

**Organisation** – Strong organisational skills and the ability to manage multiple tasks and priorities

**Customer focus** – A commitment to providing high-quality, client-centred support

**Teamwork** – Able to work collaboratively and build positive relationships with colleagues and external partners

**Initiative** – Proactive and self-motivated, with the confidence to identify and solve problems

**Adaptability** – Comfortable working in a dynamic environment with changing priorities

## Technical skills

Proficient in MS Office, Excel, and project management tools

Experience using CRM systems and/or work management software (essential)

Accountancy or finance skills (desirable)

Minimum qualifications

GCSE English and Maths at grade C/4 or above

## Desirable qualities

**Growth mindset** – Willing to learn and develop new skills in the field of sustainable construction

**Persistence** – Determined to overcome challenges and see tasks through to completion

**Responsibility** – A strong sense of ownership and accountability

**Future orientation** – Motivated by contributing to the long-term success and sustainability of the organisation

## Benefits

Competitive salary based on experience, guaranteed above Oxford Living Wage

Opportunities for professional development and progression

Flexible/hybrid working arrangements (where appropriate)

A supportive, values-led, and collaborative work environment

## How to apply

To apply, you must have the right to work in the UK.

Please submit your CV and a brief cover letter outlining your relevant experience and interest in the role to: [cosyhomes-installs@retrofitworks.co.uk](mailto:cosyhomes-installs@retrofitworks.co.uk)

