

**ROLE PROFILE:
STUDIO MANAGER**

Location: Remote (working from home)

Contract & Hours: Permanent, part-time (16–24 hours per week)

Salary: £30,000–£35,000 per annum (pro rata), depending on experience

Benefits: Flexible working, 33 days' holiday incl. bank holidays (pro rata), reimbursable project travel expenses, workplace pension, ongoing professional development opportunities

INTRODUCTION

Colm Joseph Gardens is a multi-award-winning landscape design studio. We imagine and realise beautiful, meaningful outdoor spaces—crafted with artistry and a deep care for process, people, and nature.

Our team's talent, skill, and dedication are central to delivering exceptional design and continuing to grow creatively as a studio. We strive to cultivate a supportive and enjoyable working environment where everyone is learning, collaborating, and producing work of the highest quality. We value kindness, consideration, and respect in everything we do.

MAIN PURPOSE OF THE ROLE

As Studio Manager, you will play a key role at the heart of the studio, ensuring the practice runs smoothly and projects are delivered efficiently.

Working closely with Colm Joseph and the wider team, this is a varied and dynamic role. Responsibilities include client and supplier communication, project coordination, business and financial administration, PR and marketing support, and overall studio operations.

This is an excellent opportunity to contribute to a creative and collaborative environment where design excellence and attention to detail are at the core of everything we do.

MAIN DUTIES AND RESPONSIBILITIES

- Manage day-to-day studio operations, working closely with Colm Joseph and coordinating with the wider team
- Oversee financial administration, including drafting fee proposals, invoicing, managing expenses and accounts
- Support business administration, including insurances, subscriptions, and IT resources
- Coordinate HR administration, including contracts, leave, recruitment, inductions, training, and team events
- Support project coordination to help ensure efficient delivery
- Manage incoming client enquiries and coordinate new project leads
- Coordinate PR and press opportunities, and support wider marketing and promotional activities
- Maintain studio systems, files, and calendars, including scheduling and travel arrangements
- Contribute to improving internal systems and processes
- Undertake additional administrative and operational tasks as required

KEY SKILLS, EXPERIENCE AND ATTRIBUTES

- Minimum 5 years' relevant professional experience
- Strong organisational and time management skills, with the ability to prioritise effectively
- Excellent attention to detail and a proactive, self-motivated approach
- Strong IT proficiency
- Excellent communication skills, with a professional and friendly manner
- Highly organised with strong problem-solving abilities
- Positive, adaptable, and professional approach to work
- Experience in project management and coordination
- Interest in design, gardens, or architecture is desirable
- Fluency in written and spoken English
- Full UK driving licence and access to a vehicle (some travel required)
- Right to work in the UK

HOW TO APPLY

Please send your CV (maximum 2 pages) and a short cover letter (maximum 1 page) outlining your relevant experience and interest in the role to info@colmjoseph.co.uk

Applications close on Friday 1 May 2026. Shortlisted candidates will be invited to interview shortly after.