



COMPTON VERNEY

FACILITIES &
OPERATIONS
MANAGER
Candidate Pack

WELCOME

Who are we?

Compton Verney is Britain's leading art space and parkland, attracting over 130,000 visitors a year. We are home to six world-class art collections, a programme of exciting exhibitions, workshops, and events, a sculpture park, and a café – with 120 acres of gardens and meadows to explore and enjoy. And all of this in a Robert Adam house, set in a Capability Brown landscape. We are a unique space where all sorts of things can happen.

We are a charity that connects people with art, nature, and creativity. And we do this in our own special way – collaborative, sustainable, bold, inclusive, and fun! With so much going on here, and with such a warm welcome, we offer our visitors a day-full of joy.

Our newly developed strategy prioritises expanding our market, enriching our offer, and strengthening our organisation for the future. The Facilities & Operations Manager is pivotal to the growth and success of Compton Verney.

Facilities & Operations Manager

Salary	£36,000 - £40,000
Contract Type	Permanent
Contracted Hours	37.5 hours a week, with the ability to work additional hours at weekends and evenings if required. Core hours are 10am – 4pm.
Reports Into	Chief Operating Officer
Location	80% working onsite at Compton Verney, CV35 9HZ



THE TEAM

Compton Verney is a busy working environment, open to the public 6 days a week, 52 weeks a year, and every day is different. The Facilities & Operations team are the oil in the cogs that keeps Compton Verney turning and are involved with most activities across the site.

The team make sure that the site is well maintained, safe, secure, and operating smoothly. We have a proactive approach to maintenance, work to high standards, and have a safety centric culture.

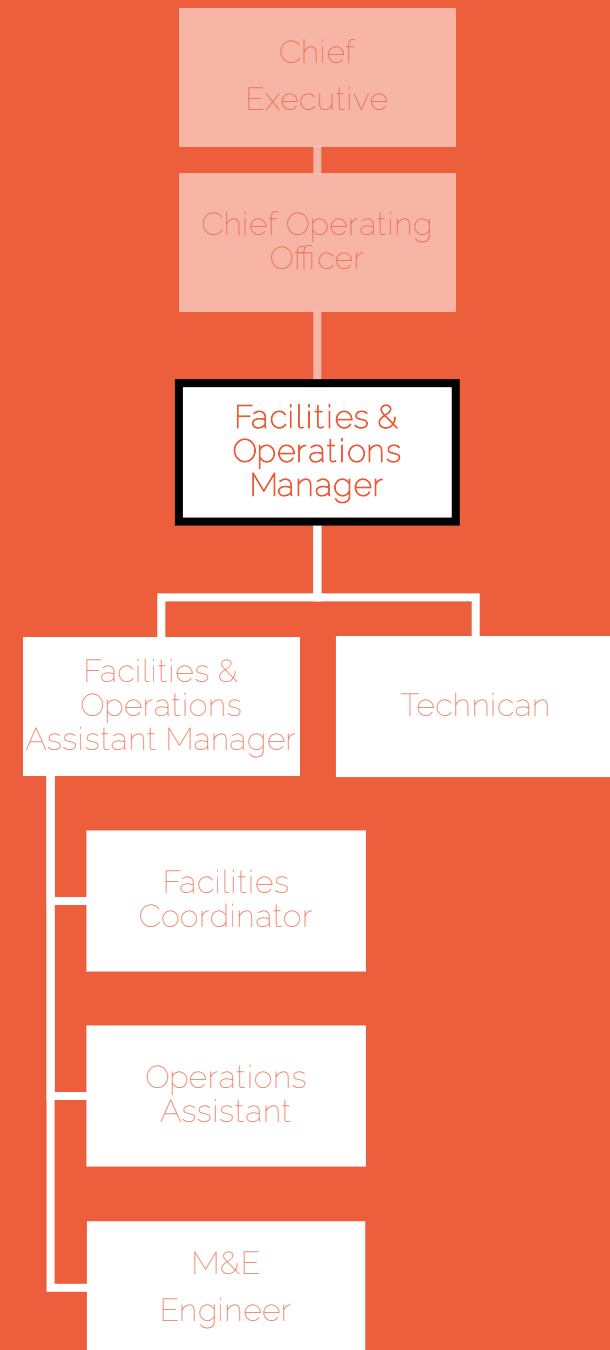
You will be joining a team of dedicated professionals who hold a deep commitment to Compton Verney. The team also benefits from the skills and experience of our volunteers. There are also several outsourced contracts (security, ICT, cleaning).

Projects

Compton Verney has a detailed 5-year capital plan, as part of a rolling 20-year programme. This informs capital investment, the renewal of our assets, and PPM.

We have several exciting capital projects in the pipeline for 2025-2026 which this role will be responsible for overseeing. These include the replacement of Gallery Y flat roof and installation of PV solar panels, replacement of the site CCTV system, replacement of oil boilers with air-source heat pumps, and various conservation projects.

Much of our recent capital investment has been into renewable energy initiatives, with a focus of making Compton Verney sustainable. The Facilities & Operations Manager also leads on improving accessibility, our ICT, and sustainability.



Our Mission

We connect people with art, nature, and creativity

Our Vision

To be a model place for regeneration through art

Our Values

Collaborative

We are collaborative, working with artists, audiences, and communities, exploring the historic and the contemporary, the indoor and outdoor

Sustainable

We harness opportunities to be environmentally sustainable and are always responsible

Bold

We are bold, purposeful, and confident and think, make and learn

Inclusive

We are inclusive, creating a warm, welcoming and respectful culture

Fun

We are fun and want everyone to have a great experience of Compton Verney



EQUALITY, DIVERSITY, & INCLUSION

Inspired by our founder Sir Peter Moores, we believe that great art is for everyone, and that culture should have no boundaries.

To ensure we meet our value of inclusion and to create a warm, welcoming and respectful culture for all, we are committed to:

- Delivering the short, medium, and long term goals in our EDAI action plan
- Creating a culture of inclusion
- Creating long term relationships with Black and under-served communities to work with as artists, advisors, programmers, and curators
- Gathering evidence, establishing our base line and surveying staff and volunteers so we track our progress
- Working with sector experts to continue learn
- Applying our commitment to inclusion in the recruitment of and ongoing working relationships with our staff, volunteers and trustees

ROLE SUMMARY

The Facilities & Operations Manager plays a pivotal role in ensuring the smooth and efficient operation of Compton Verney. This position oversees the entire estate including buildings and infrastructure, with a focus on creating a safe, welcoming, and inspiring environment for visitors, staff, artists, and volunteers.

Key responsibilities include managing key service providers, technical services, facilities management, including building maintenance and repairs, environmental stewardship, management of the team, and ensuring compliance with all health and safety and statutory regulations.

The role is also responsible for the planning and implementation of the long-term capital investment plan which will see the delivery of several major projects over several years.

The role requires strong leadership, communication, and project management skills, along with a proven record in facilities management or a related field. It is a unique opportunity to contribute to the success of a leading cultural institution and listed heritage site and play a vital role in preserving and enhancing its unique environment.



WHO WE ARE LOOKING FOR

If you have a passion for projects and the eye for operational detail, then this is the role for you. The successful candidate will be a highly motivated and experienced professional with a proven track record in facilities management and a passion for heritage. They will possess strong leadership, communication, and project management skills, and a commitment to creating a safe, welcoming, and inspiring environment for all.

Qualifications and Attainments

- IOSH Managing Safely or NEBOSH qualification
- Excellent literacy and numeracy skills
- First Aid trained

Work Experience

- 3 years' experience of working in facilities management or a related field
- Experience of leading teams
- Experience of using ICT systems
- Experience of compliance and risk management, including knowledge of health and safety, CDM regulations, emergency procedures
- Experience of developing positive stakeholder relationships
- Experience of delivery of projects to time, budget, and outcomes

Behaviours and characteristics

- Initiative-taking attitude and a willingness to contribute within a busy team
- Self-motivated
- Ability to prioritise and manage own workload
- Calm in a crisis

Skills

- Strong listening skills and a clear communicator
- Personal and empathetic
- Excellent project management
- Financial management and budgeting
- Time management
- Ability to remain focused and self-reliant during both busy and quiet times
- Ability to manage situations with both tact and diplomacy

If you do not fulfill all the above criteria but feel you would be a good match for the role, then we would still encourage you to apply.

KEY RESPONSIBILITIES

Project Management & Planning

- Implement the 20-year capital investment plan, informed by the site condition survey, Masterplan, and Strategy, to ensure the phased renewal of our assets and enhance the estate.
- Oversee capital projects to ensure they are delivered on time, within budget, safely, and with minimal disruption to activity.
- Generate financial savings by analysing data from the Building Management System, submeters and other sources to identify further opportunities to reduce energy consumption or invest in renewable energy.
- Support the Executive and Board by chairing the Capital working group and providing reports to the Finance, Audit, and Risk committee.
- Assist with robust budget-setting by providing accurate projections, forming business cases, and collaborating with the Development team to identify external funding solutions for capital projects.
- Foster a positive, productive relationship with Compton Verney's Quinquennial Architect, Stratford District Council's planning authority, and Historic England advisors.
- Ensure that all exhibitions, events, and activities are supported by the Operations team and contribute to their planning and safe delivery.

Leadership & Management

- Create a motivated, adaptable, and productive team through the effective management of the Assistant Facilities and Operations Manager and leadership of the Facilities, Technical, and Operations teams, and volunteers.
- Manage key service providers including security and cleaning services, ICT support, refuse collection, insurance, and our energy broker.
- Gain best value by managing relationships with suppliers and contractors and procuring services and goods in line with our financial regulations.
- Contribute to the financial sustainability of Compton Verney by effectively managing departmental revenue and capital project budgets.
- Contribute to long term strategic planning and decision making by being a pivotal member of Compton Verney's management team, representing the interests of the heritage property and championing health and safety.

Facilities Management

- Ensure that the built estate is well maintained, fit for purpose, and legally compliant by delivering the 5-year planned preventative maintenance programme and maintaining a regular inspection programme.
- Ensure responsive repairs are conducted efficiently and cost effectively.
- Ensure all ICT equipment and infrastructure is fit for purpose and secure by leading on its maintenance, development, and renewal.
- Ensure our site, assets, artworks, and people are secure by developing policies and procedures, identifying areas for improvement, managing the security contractor, alarm systems, physical security, access control, and CCTV system.
- Ensure our estate is accessible and welcoming to everyone, and compliant with disability legislation.
- Oversee the maintenance of the site perimeter, car parks, sewage treatment plant, drainage, driveways, and pathways.

Health & Safety

- Maintain a consistently safe environment for the public, staff, and volunteers by implementing robust health and safety procedures.
- Ensure we are compliant, and that health and safety and environmental procedures are followed, updating the Health and Safety Policy in accordance with any new legislation.
- Provide a reference point for all Health and Safety enquiries and chair the Health & Safety working group.
- Lead on the Emergency Management Plan and disaster recovery planning and be on call as part of the Incident Response Team.
- Lead on risk assessments and method statements using the digital safety management platform to ensure they are up to date, fit for purpose, and regularly reviewed.
- Report issues and incidents as appropriate to the Safeguarding Officer to ensure that incidents can be minimised.

The Postholder may be required to undertake other duties which may be reasonably requested, and which are compatible with the overall scope and authority of the role.

COMPTON VERNEY BENEFITS

- Flexible working
- 25 days of annual leave days, plus bank holidays
- Annual pay reviews
- Pension scheme of up to 6% basic salary
- Life Assurance
- Free parking
- Staff Membership
- Discounted offers for events
- Shop discount
- Access to a wellbeing portal and app
- Employee assistance programme (EAP)
- Eyecare Vouchers
- A learning and people focused culture, where mistakes are embraced
- Training and development opportunities
- Access to library of hundreds of online courses
- Annual performance review
- Charity workers discounts (i.e. gym memberships, shopping discount codes)
- Signed up to More than a Moment Pledge
- Annual engagement survey
- Quarterly wellbeing survey – Thrive at Work



HOW TO APPLY

Please use the link below to apply online.

Complete the application form and attach your CV and covering letter/ video application expressing why you are suitable for the role, referencing the job description and person specification.

https://recruitment.evaluation.com/public/recruitment_post?id=QXdRK3VDTkp0YTFELoM4VWU4TVhBQT09&org_id-ToVZYUusyNDhaak41cnM4UjYxa3prdz09

If you would like a conversation about the role, or to visit the site please contact the COO, David Guilding:

david.guilding@comptonverney.org.uk

TIMELINE

Position Advertised	Friday 10 January
Closing Date	9am, Monday 3 February
First Interview	Week commencing 10 February





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