



**ESTATE & FACILITIES  
MANAGER**

Henry Moore Studios & Gardens

Information for Candidates  
January 2026

## Advertisement

### Estate & Facilities Manager

Full time (35 hours/week)

**Location: Henry Moore Studios & Gardens, Perry Green, Much Hadham, Hertfordshire SG10 6EE.**

**Salary: £36,000- £39,000 plus: 12.5% employer's pension contribution**

***Total package including Employer's pension contribution: £40,500 - £43,875***

This is a unique opportunity to bring your knowledge of buildings and facilities management to the beautiful countryside location where world-famous sculptor, Henry Moore, lived and created his great works – and in an engaging, varied role where no two days are the same!

The Henry Moore Foundation is a charity founded by the artist in 1977 to encourage public appreciation of the visual arts. We hold the largest collection of artworks by Moore, from monumental bronzes to carvings, and drawings to tapestries. The Foundation is head-quartered at Moore's former home in the tranquil hamlet of Perry Green, half-way between London and Cambridge. Here, our visitors can experience the studios where Moore created his remarkable works, many of which are displayed onsite, and which also tour in national and international exhibitions.

Reporting to the Head of Visitor Engagement & Operations, this vital role oversees the care, maintenance and efficient running of historical and new buildings, their associated plant and equipment, a small portfolio of let cottages, and the effective management of the gardens and 72-acre rural estate. With responsibility for the safety and security of employees, visitors and the collections, the postholder also supports the Foundation's sustainability agenda, while driving operational efficiency, managing tendering and procurement processes, and working to budgets.

Our ideal candidate will be able to demonstrate a good knowledge of buildings/ facilities management and be familiar with building management systems, including HVAC, to the level of identifying faults to specialist contractors. This role requires a proactive and self-motivated individual with a strong aptitude for problem solving and attention to detail, combined with a commitment to drive operational efficiency and continuous improvement. With tact, diplomacy, and excellent negotiation and communication skills, the successful applicant will thrive in our busy, people-focused, dynamic working environment. Previous experience in the arts is not essential, but an interest in galleries/museums and historical artefacts would be helpful.

Further information about The Henry Moore Foundation and our programmes is available at our website: <http://www.henry-moore.org>

Please return your completed form to the HR team at [recruitment@henry-moore.org](mailto:recruitment@henry-moore.org) by **9:00 on Tuesday 27 January 2026**.

Interviews will take place for shortlisted candidates in Perry Green, Hertfordshire on **Monday 2 February 2026**.

## 1. About the Henry Moore Foundation

The Henry Moore Foundation was established by one of the great sculptors of the twentieth century. Today it is the largest artist-endowed grant-giving foundation in Europe. At The Foundation, we would like as many people as possible to enjoy and appreciate sculpture and in particular the work of Henry Moore. We want to inspire and inform people of all ages and backgrounds, whether they have an interest in the arts, are studying sculpture or visiting with their family for a day out. We want to extend our reach to worldwide audiences through international touring of our collection, and to support the development of sculpture through our grants programme.

The Foundation is overseen by a Board of Trustees, with day-to-day management being delegated to the Senior Management Team. We employ around 100 people across our two sites in East Hertfordshire and Leeds and are privileged to be supported by 50+ volunteers each year.

The team is encouraged to uphold our core values: Generous & Inclusive; Respect & Value; Visionary & Creative.

## 2. Henry Moore Studios & Gardens, Perry Green

Perry Green is the small hamlet near Much Hadham in rural East Hertfordshire, where Henry Moore made his home. Moore lived in *Hoglands* with his family for nearly half a century and created his extraordinary sculptures, prints and drawings in the various studios within the grounds. In 1977 Perry Green became the headquarters of the Henry Moore Foundation.

We welcome 16,000 to 20,000 visitors, plus 2,000 school children to Henry Moore Studios & Gardens each year, where they experience Moore's home and studios and learn about his monumental bronze sculptures sited in the natural environment as he preferred. Our grounds cover 72 acres of beautiful countryside, from natural meadows and woodland to formal gardens.

Perry Green is home to the Henry Moore collections consisting of over 20,000 objects, including monumental bronzes, wood and stone carvings, maquettes, drawings, graphics, tapestries and textiles. We organise a busy programme of national and international loans and exhibitions each year, introducing Henry Moore to thousands of people worldwide.

We have recently worked with DSDHA architects and successfully extended the Sheep Field Barn Gallery to accommodate a refurbished exhibition gallery with new learning and activity spaces. This facility will be opened to the public with a new programme of activities in spring 2026.

The principal facilities at Henry Moore Studios & Gardens comprise:

- Offices and Visitor Centre
- Archive
- Hoglands (Henry Moore's former home)
- Artist's studios in the grounds (various)
- Exhibition gallery with learning centre (Sheep Field Barn)
- Barn (exhibition and events space)
- Collection stores
- Domestic let properties (x12)

### **3. Henry Moore Institute, Leeds**

The Institute is firmly rooted in Leeds, where we work in partnership with Leeds Art Gallery to manage the sculpture collection and archive of Leeds Museums and Galleries, a collaboration that has built one of the strongest public collections of sculpture in Britain. The Institute is a world-recognised centre for the study of sculpture, where we aim to make a significant impact on the future of art history, placing sculpture right at the centre. We achieve this through a programme of exhibitions, engagement and research that consistently re-thinks how we understand sculpture today, continuing Moore's legacy by making sculpture a necessary and relevant part of contemporary culture.

In early 2024 the Institute underwent an ambitious refurbishment project, re-opening last summer with elevated spaces offering an enhanced experience for our audiences.

The Institute attracts around 100,000 visitors each year with free admission and offers a busy programme of research and engagement activities.

### **4. Grants**

Our grants programme continues Moore's legacy by supporting the growth and development of sculpture (historical, modern and contemporary) and through funding research that expands the appreciation of sculpture. The reach and impact of our grants programme, including the annual Artist Awards, is important to the Foundation.

### **5. Aims**

The Foundation has adopted a new set of aims that will inform strategic decision-making and allocation of resources over the next five years 2026-31:

- a. Unify our activities across the Foundation to deliver streamlined, integrated programmes.
- b. Establish ambitious partnerships that elevate HMF's role as a global authority on sculpture and extend our impact.
- c. Place audiences at the heart of all we do – ensuring our work reaches and inspires the greatest number of people through meaningful engagement and access.
- d. Empower the study and development of sculpture by connecting world-class research, radical creativity and compelling storytelling.
- e. Futureproof and sustain the Foundation: financially, artistically, environmentally and organisationally.
- f. Embrace digital innovation in all we do.

### **6. Principal Aims of Role**

This vital role oversees the care, maintenance and efficient running of the buildings, plant and equipment at Henry Moore Studios & Gardens, and the effective management of the historic gardens and 72-acre rural estate. With responsibility for the safety and security of employees, visitors and the collections, the postholder also supports the Foundation's sustainability agenda, while driving operational efficiency and working to budgets.

## 7. Job Description

- Plan and oversee a rolling programme of maintenance of all properties, plant and machinery at Henry Moore Studios & Gardens.
- Diagnose and ensure that building maintenance issues are addressed promptly, including at let properties; coordinate with the curatorial team when works are required to historic buildings.
- Ensure the efficient running of the HVAC (Heating Ventilation & Air Conditioning) systems, boilers, heat pumps and all other plant, identifying and reporting faults to specialist contractors.
- Oversee and monitor the building management systems to deliver the Foundation's eco-strategy for the storage and display conditions of artworks.
- Plan and oversee the garden management programme with the Senior Gardener, including arboreal/woodland management.
- Plan and oversee a programme of grounds maintenance, including any civils works across the estate.
- Manage the cleaning contracts to ensure the provision of a clean and efficient working environment for all employees and visitors.
- Responsible for health and safety across the estate for visitors, employees and contractors; develop safety policies and procedures and undertake regular, documented checks.
- Undertake risk assessments as required, ensuring that method statements and safe systems are followed and that any reported hazards or incidents are followed up immediately.
- Responsible for fire safety in respect of both personnel and the collections, ensure that all fire equipment and mist suppression systems are regularly maintained, undertake documented checks, update evacuation procedures as required and ensure regular fire drills.
- Act as the designated health and safety and fire safety representative for Henry Moore Studios & Gardens.
- Oversee the appointment of qualified contractors to undertake regular assessments of workplace equipment as required by health and safety legislation and maintain accurate records of all assessments.
- Responsible for the day-to-day security of the grounds and the collections, ensuring 24-hour security cover and that alarms, CCTV and all other security systems are regularly maintained.
- Ensure that the Foundation's vehicles, including van, forklift trucks and mowers, are well maintained.
- Work alongside Visitor Services, Engagement and IT colleagues to ensure the provision of high quality, appropriately equipped, facilities for visitor-facing operations and events.
- Manage the check-in/out of domestic tenants, maintain inventories, procure safety certificates etc., to ensure legal compliance.

- Administer and oversee arable and grazing tenancy agreements, ensure compliance with terms and conditions.
- Keep up to date with all relevant legislation as required.
- Manage budgets as delegated, including negotiating utility supplier contracts
- Any other duties as may reasonably be required.

## 8. Reporting

The postholder reports to the Head of Visitor Engagement & Operations.

## 9. Line Management

- Foreman
- Senior Gardener, who line manages the Gardener
- Security Officer (night security)
- Security Officer (weekend)

## 10. Person Specification

The following experience, skills and attributes are essential **[E]**, or desirable **[D]**, to fulfil this role. Applicants will be assessed for interview against these criteria, so please be sure to give examples of these characteristics in your application form.

- Significant experience of working in a supervisory capacity in buildings, facilities, estate or operations management **[E]**, ideally in a rural, historic or cultural setting **[D]**
- Proven track record in managing a team of people (paid employees and/or volunteers) **[E]**
- Excellent knowledge of general building maintenance **[E]**
- Familiarity with building management systems, including HVAC, to the level of identification and reporting of faults to a specialist contractor **[E]**
- An understanding of the principles and practices of rural estate/land management and/or professional garden management **[E]**
- Good knowledge of the legal requirements to create a safe work environment, and an understanding of the employer and employee responsibilities **[E]**; and ideally a qualification in health and safety (NEBOSH, IOSH or NVQ), COSHH (Control of Substances Hazardous to Health), Fire Safety and/or First Aid **[D]**
- Experience of tendering and negotiating contracts, and managing contractors, including RAMS (Risk Assessment Method Statement) **[E]**
- High awareness of security protocols and familiarity with security systems **[E]**
- Knowledge of the conditions required for the care of archival or museum artefacts **[D]**
- An appreciation of the sensitivities required when undertaking any works in a listed, historical or museum environment **[D]**
- Basic knowledge of landlord property regulations **[D]**
- Self-starter with a flair for problem-solving, motivated to make improvements, **[E]**

- Ability to plan and manage projects [E]
- Numerate, with proven ability to draw up and control budgets [E]
- Tact and diplomacy, combined with excellent negotiation and communication skills [E]

Additionally, we expect all employees at the Henry Moore Foundation to share and work to our core values:

- Generous & Inclusive: work together, share across teams, nurture relationships and enable others.
- Respect & Value: be ethical, respect differences, listen to others and acknowledge effort.
- Visionary & Creative: forward thinking, enthusiastic, keep learning, inspire and engage others.

## 11. Basic Terms and Conditions

- This is a full-time permanent position.
- The selected candidate will be required to provide a passport and proof of address or other evidence to show that they are eligible to work in the UK.
- The salary offered for this position will be £36,000 - £39,000 per annum depending upon experience.
- The normal working week is 35 hours.
- 25 days paid leave per annum plus bank holidays in England, plus any additional leave which is at the discretion of management (usually the three working days between Christmas and New Year when the Foundation's offices are closed). The leave year runs from 1 January to 31 December.
- New eligible employees will be auto-enrolled into the Foundation's Group Personal Pension Scheme (currently with Scottish Widows) into which the Employee is required to contribute 5% and the Employer will contribute 12.5%. All employees are advised to make contributions into a pension scheme. You may opt out if you chose to do so. Further details will be given to appointed candidates.
- Subject to acceptance by the insurers and compliance with the rules of the scheme, permanent employees are entitled to join the Employer's group life insurance scheme and group income protection scheme.
- Probationary period of 6 months.
- Notice period of two calendar months or one week during the probationary period.
- The place of work is the Henry Moore Foundation, Henry Moore Studios & Gardens, Perry Green, Much Hadham, Hertfordshire, SG10 6EE. The appointed candidate is required to work onsite 5 days per week. Occasional travel may be required in the course of this role. All travel expenses will be reimbursed in accordance with the Foundation's Expenses Policy.
- The selected candidate will be required to undertake a DBS (Disclosure and Barring Service) check before employment will be confirmed; employment will not be unreasonably withheld, but if the DBS check discloses any findings that are relevant to the employment and which were not declared on the job application form or at the time of an offer of employment, then this may result in the withdrawal of an offer of employment.

## 12. Staff Benefits

- We want everyone to be the very best that they can be and we will work closely with you to agree some clear performance goals, which provide you with continual development. We support you on your development at work and your career goals.
- Enhanced benefits for maternity, paternity and adoption pay subject to eligibility.
- Time off for family emergencies (unpaid) and compassionate leave (paid) is awarded in the unfortunate event of the death of a direct family member.
- Free access to our 24-hour confidential personal assistance and counselling scheme offering a wide range of support services, e.g. managing money, retirement, returning to work after a break, bereavement, advice with caring for relatives, divorce, abuse, etc.
- Company sick pay (includes SSP) on the completion of 6 months' service.
- Income Protection insurance covers you should you be unable to work beyond the duration of your Company sick pay (subject to HMF terms and conditions and acceptance onto the scheme by the insurers).
- Life insurance covers you should you die while in our employment (subject to HMF terms and conditions and acceptance onto the scheme by the insurers).
- Vouchers for a free eyesight test for DSE (Display Screen Equipment) users.
- Free admission vouchers for family and friends to use during our open season to Henry Moore Studios & Gardens.
- Interest-free loan of up to £1,000 to assist with the purchase of annual travel tickets, a car or bicycle.
- 20% Discount in the HMF book/gift shops and 10% discount in the Henry Moore Studios & Gardens café.
- Permanent accommodation is not provided with this role, but short term bed-sit accommodation may be available on site at a modest rent to support relocation if required; this is not part of the remuneration package.

## 13. Practicalities of Working at Perry Green

The Foundation's offices are set in a beautiful rural location, but this means that you need to have your own transport to get to work. The local bus service is extremely infrequent, and the nearest bus stop is 1.5 miles away. (See our Interest free loan to assist with transport costs). There are no shops in Perry Green, so employees bring their own lunch to work.

## 14. Application Process

If you are interested in this position and, having read the job specification, you have the credentials to meet the requirements of the role, we would be delighted to receive an application from you. An application form is attached. When completing the application form it would be helpful if you could address the requirements of the person specification and tell us about any gaps in your employment history. Thank you.

Further information about the Henry Moore Foundation and our programmes is available at our website: <http://www.henry-moore.org>

If you have any questions about the position, the Foundation or the recruitment process, you are welcome to contact, HR Manager, Emma Sweetland for an informal discussion on 01279 843333 Ext 225.

Please return your completed application form (no CVs please) to Emma Sweetland at [recruitment@henry-moore.org](mailto:recruitment@henry-moore.org) by **9:00 Tuesday 27 January 2026**. Interviews will take place for shortlisted candidates in Perry Green on **Monday 2 February 2026** (and possibly on Tuesday 3 February 2026 as required).

**Shortlisted candidates will be required to bring the following to the interview:**

- proof of address: e.g. driving licence, utility bill or bank statement (with numbers redacted)

plus

- one of the following: (i) passport, (ii) certificate of Settled Status, (iii) residency permit, or (iv) work visa.

Thank you for your interest in the Henry Moore Foundation.

The HR Team, Henry Moore Foundation