



Job Description

Post Title	Head of Furnishing and Interiors
Reporting to	The Director of the Landmark Trust (with a dotted line to Director of Estates)
Line manages	Furnishings Operations Manager (Honeybourne) Workshop Manager (Honeybourne)
Liaises with	Director of Estates; Director of Visitor Experience; Head of Visitor Operations; Regional Managers; Surveyors; Project Architects; Landmark's Historian; Italy Manager; Lundy General Manager; Head of Land and Property
Hours	Full-time, permanent.
Location	Flexible, but with bi-weekly attendance at Honeybourne store and workshop (Worcs) and monthly at Shottesbrooke head office (Berks) essential, and visits to buildings/sites across the UK several times a week, usually on Mondays and Fridays.
Date of document	01/07/24
Closing date for applications	26/07/24

The Landmark Trust is a charity that rescues important historic buildings that would otherwise be lost. We sensitively restore these 'Landmarks' and make them available for holidays and short stays so they can be enjoyed by a wide group of people. We have in our care nearly 200 buildings in Britain, and a handful in Italy.

Our buildings comprise some of the most remarkable historic places and interiors in the UK, they include Augustus Pugin's family house in Ramsgate, William Beckford's tower in Bath, Mrs Coade's villa in Lyme Regis, herring fisher families' cottages in Caithness, medieval castles, a villa designed by Andrea Palladio and the simple island houses of Lundy in the Bristol channel.

Main Duties and Responsibilities

Each of Landmark's building is unique and we take their furnishing and decoration very seriously. Our approach is specific and particular and combines a strong sense of the romance and character of these exceptional historic places with the practical considerations of a modern self-catering stay. General principles have long made for a historically-informed, simple but distinctively Landmark style, robust enough for holidays and

July 2024

manageable to maintain, but always celebrating the building itself and contributing to a unique and unforgettable appearance and atmosphere.

The distinctive Landmark style and way of approaching buildings and their interiors has been a defining organisational characteristic since 1965 and is widely loved and admired. First established by Christian Smith and Sonia Rolt in the 1970s, the 'Landmark look' has evolved and developed over the decades since. With the retirement of Landmark's long-standing Furnishing and Presentation Advisor, John Evetts, in January 2025 we are looking for an exceptional person to lead this crucial area into the future.

The Role

Landmark is seeking a senior, permanent member of staff to lead this aspect of our work, someone able to understand, embrace and continue a distinctive aesthetic approach that has evolved and developed over almost 60 years, and who brings the sensitivity, enthusiasm and creative talents to help guide its development over the coming decades.

Key aspects of the Landmark interiors approach are:

- Intelligently and appropriately reflecting the history and character of the building
- Simplicity
- Beauty
- Use of antiques/old pieces (rather than buying new)
- Guest comfort
- Operational efficiency, functionality and durability
- Distinctiveness
- Timelessness
- Common elements (inc Old Chelsea / Cornishware China / hand printed curtains).

The Head of Furnishings and Interiors will lead on the presentation of the interiors of all 'Landmarks'. Specifically

- Lead on the furnishing and interior decoration of newly-restored Landmarks, which are expected to include the South Pavilion at Wentworth Woodhouse, RAF Ibsley Watch Office, the Edwardian Clock Tower at Wemyss Bay, the early-17th century Gatehouse at Caynton Manor and the central pavilion at 1720s Mavisbank in Midlothian.
- Sourcing and installing all materials – with the assistance of others as necessary.
- Participating in reviews/meetings and visiting sites regularly to help guide the schemes through both design and execution to standard of excellence that is Landmark's leitmotif.
- Play a pivotal role in the development of the overall aesthetic, design and architectural aspects of new projects contributing to the philosophy of repair, design approach, selection of architects and others, acquisition strategy, landscaping and in other ways.
- Lead on the re-presentation of Landmarks identified for major upgrades, the configuration and arrangements of rooms, design and architectural approaches and appointments, sourcing and installing all materials.
- Overseeing the work of the Furnishing Operations Manager, who leads on the maintenance and upkeep of existing Landmark interiors, ensuring design and aesthetic decisions are appropriate.
- Oversee the furnishing and presentation of our Italian buildings, working closely with Landmark's Italy Manager.
- Lead on and/or oversee the sourcing of all furniture and interior fittings for new and refurbished Landmarks, drawing as much as possible and appropriate on second-

hand/antique pieces in keeping with the Landmark tradition – and Environmental Sustainability Strategy.

- Directing the staff and work of Landmark’s joinery workshop on projects and maintenance and guiding design approach of their work.
- Setting and working to an agreed budget and managing stock effectively.
- Participate in decision-making about the acquisition of new Landmarks, attending quarterly ‘Potentials’ meetings, visiting and commenting on possible new Landmarks and acquisition strategies.
- Ensure appropriate cataloguing and record-keeping in relation to Landmarks furnishing and interiors, to aid maintenance, insurance and good inventory management

Lead on these areas:

All aspects of Landmark’s interiors: furnishings, textiles, curtains, lighting, kitchen design (liaising with architects as appropriate), colour schemes, layouts, pictures/prints, objects, bathroom design, architectural detailing, floor finishes, hooks, doorknobs and ironmongery in general, carpets and rugs.

Contribute to these areas:

Suitability of new buildings for Landmark’s estate; assessments of significance and the ‘philosophy of repair’; architectural schemes led by architects on each new project; selection of architects; gardens and landscaping settings and presentation; opportunities for income generation through licensing; sharing Landmark’s proposals with potential funders through supporters’ events

This role encompasses both the creative and the practical. It involves a lot of travel – in the UK but with occasional trips to Italy – usually by van or car to Landmark’s buildings, and regular overnight stays. Mondays and Fridays are Landmark’s ‘changeover’ days – on which earlier starts or later finishes may be necessary. Occasional weekend work.

This is an outline job description that may be subject to change in consultation with the post-holder

Category	Essential	Desirable
Education and Professional Qualifications	No formal educational requirements beyond a good educational record to A Level or equivalent.	Degree in a relevant area or equivalent experience.
Experience	<p>Extensive hand-on experience of furnishing and decorating historic interiors.</p> <p>At least 5 years' experience leading interior design in a historic context.</p> <p>Buying and sourcing historic pieces</p> <p>Experience of effectively leading and line managing a creative team.</p>	
Skills and Abilities	<p>Outstanding understanding of British historic interiors from the 16th to the 20th centuries: furniture, textiles, design context, both polite and vernacular.</p> <p>Ability to create exceptionally beautiful and characterful period-based interiors in the Landmark Trust tradition, drawing together disparate elements and details into a compelling whole.</p> <p>Outstanding design eye.</p> <p>Deeply practical and hands on.</p> <p>Real talent for working collaboratively able to work harmoniously with a wide range of colleagues, internal and external, from architects to electricians, housekeepers to accountants.</p> <p>Excellent communicator</p> <p>Computer literate, able to work with Teams, Microsoft applications, online buying, digital stock management systems etc.</p> <p>Experience of working collaboratively with others in a design process:</p>	

	<p>architects, M&E, H&S, client, operations etc.</p> <p>Strong budgetary control and ability to secure value for money.</p> <p>Driving licence.</p>	
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TERMS OF EMPLOYMENT

CONTRACT DURATION

Permanent full-time position.

LOCATION

As above.

SALARY

£55,000 per annum, paid monthly in arrears.

WORKING HOURS

Full time.

HOLIDAYS

The holiday entitlement is 25 days per annum plus statutory holidays.

SICK PAY

During the probationary period you will only be paid your Statutory Sick Pay entitlement. After this period, you will receive full basic pay during any sickness absence up to 20 days in any 12-month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

PENSION SCHEME

You will be automatically enrolled in Landmark's pension scheme.

MEDICAL HEALTH

Private health insurance, currently with BUPA, will be provided when you have been with Landmark for a year. Landmark's contribution will be pro-rated for part-time employees.

NOTICE

The appointment is subject to satisfactory completion of an initial 6 month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to one week's notice on either side. Notice in writing on either side after the end of the probationary period is according to your Contract of Employment.

HEALTH & SAFETY

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

CONTRACT

The successful applicant will be required to sign Landmark's Contract of Employment.

July 2024

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.

How to apply

Please complete the application form below and submit along with your CV to work@landmarktrust.org.uk.

Closing date for applications: 26/07/24

>> [Download the application form](#)