

ARUNDELLS

THE SIR EDWARD HEATH CHARITABLE FOUNDATION

Manager of Arundells and
Secretary of The Foundation



Application Details



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1. INTRODUCTION

by Peter Batey CMG OBE

Executive Chairman of The Sir Edward Heath Charitable Foundation

The Sir Edward Heath Charitable Foundation which owns and opens to the public, Arundells, the house of the late former Prime Minister in the Salisbury Cathedral Close, seeks to recruit a new Manager and Secretary to the Foundation to replace Mr Ivan Smith who will retire after a most successful tenure of more than a decade.

Arundells is a beautiful Grade II* Listed building with a medieval core and a Georgian frontage, situated in the shadow of Salisbury Cathedral's famous spire. It has a fascinating history. There are extensive gardens to front and rear, these running down to the confluence of the rivers Avon and Nadder.

Sir Edward established the Foundation in his Will and left to it his entire estate, bar a few small bequests. This included a fine art collection with works by Augustus John, Gwen John, L S Lowry, Oscar Nemon, Martin Jennings, John Piper, Walter Sickert, John Singer Sargent, Utamaro Kitagawa, W L Wyllie, Hiroshi Yoshida, and others. There are two paintings by Sir Winston Churchill, both gifts from the first of four Prime Ministers in whose governments he served and who was pivotal in the development of his political career.

He also bequeathed to his Foundation an extensive collection of objets d'art and artefacts derived from his extensive travels at home and abroad as a Cabinet Minister, Leader of the Opposition and Prime Minister, including two Qing dynasty vases given to him by Chairman Mao Tse'tung on his first visit to China in 1974, a beautiful Persian carpet, a present from the late Shah of Iran, and gifts from many other heads of state and government, ranging from American Presidents and Roman Pontiffs to Fidel Castro and the Japanese Emperor.

In addition, there is a large collection of political memorabilia and cartoons and artefacts related to his successful career as a leading ocean racing yachtsman (he captained the winning British team to victory in the Admirals Cup while he was Prime Minister and won the Sydney-Hobart race in 1969 as Leader of the Opposition) and to his long musical career during which he conducted many of the world's top orchestras.

The house, furniture and collection are largely unchanged since Sir Edward died in 2005, making Arundells one of only two homes of a twentieth century British Prime Minister to be open to the public, the other being Sir Winston Churchill's Chartwell in Kent.

The successful applicant will be charged with managing Arundells and leading its small team of staff and a large cohort of volunteers, currently approaching 100 in strength. He or she will also be responsible for maintaining and enhancing relations between the Foundation and the local community in the Cathedral Close, in Salisbury and in Wiltshire.

The primary objective is to maximise revenues from the three main income streams, ticket sales to visitors to Arundells; profits from the Foundation's own extensive events programme at Arundells and elsewhere (notably at other venues in Salisbury and in London and Broadstairs - and at university cities throughout the country); and income from letting out the house and gardens to companies and others as a venue for their events, including corporate gatherings, dinners and garden parties. Driving revenue from these and other sources is necessary to cover the operating costs and upkeep of Arundells and the Foundation.

Of equal importance is the role of Secretary to the Trustees. In this capacity, the successful applicant will be charged with working with the trustees in fund-raising to secure the Foundation's future (and with it that of Arundells) and in carrying out, within our limited means, the secondary charitable objectives defined in Sir Edward Heath's Will.

We seek a person of exceptional qualities with genuine commitment, superior leadership skills to motivate a team and excellent communications ability. The successful candidate will also need a practical hands-on approach and willingness, as necessary, to handle menial tasks as well as strategic challenges. Above all it will be necessary to balance conflicting challenges and to focus hard on achieving increasing revenue.

2. THE SIR EDWARD HEATH CHARITABLE FOUNDATION



The Charitable Foundation was created by Sir Edward Heath KG MBE – Prime Minister, musician and award winning yachtsman.

Having no immediate family, he very much wanted to ensure that Arundells and his unique collection of artwork and memorabilia be available for visitors to see and enjoy. In his own words, he wanted to “share the beauty of Arundells.”

The Foundation (a Registered Charity) came into being following Sir Edward’s death in 2005 and is now administered and managed by a Company – The Trustee of The Sir Edward Heath Charitable Foundation Limited. Many of the current directors of this corporate trustee knew Sir Edward well, having previously worked with him over a number of years. Other directors bring business, finance, education, heritage, property, and conservation management experience.

Former Prime Minister, Sir John Major KG CH, is the President of the Foundation and Gyles Brandreth, the well-known broadcaster and author, is the Honorary Chairman.

The core strategic and operational business objectives of the Foundation are as follows:

- To fulfil Sir Edward's wishes in maintaining and preserving Arundells, his beautiful Grade II* Listed former home within Salisbury Cathedral Close.
- Through a detailed programme of conservation work, to preserve and protect the diverse collection of fine and decorative art, furniture, ceramics, political cartoons, photographs, archive documentation, sailing and musical memorabilia.
- Opening the house and garden to the public; welcoming as wide a range of visitors as possible and providing an extremely enjoyable, interesting and informative experience for all.
- The provision of a wide range of diverse and popular income generating events for local residents and visitors to Salisbury; utilising the house, garden and Studio throughout the year.
- To actively promote the property as a special venue for private and corporate hospitality; with opportunities for lunches or dinners, drinks receptions, business meetings and social gatherings.
- Encouraging the educational provision and enjoyment of music, conservation studies, and the social and architectural history of Arundells; working closely with local schools and colleges and providing group teaching and individual learning opportunities across differing age groups.
- Facilitating learning and research into modern British and European history; exploring the significant contribution made by Sir Edward during the second half of the 20th Century and, working in partnership with universities and other organisations across the United Kingdom, to deliver a series of talks and lectures.
- To achieve financial stability and security for Arundells; securing capital funding for repair, refurbishment and improvement works, building an endowment, and achieving an operational surplus from trading activities.
- Take forward an active and flexible fundraising campaign to secure support from individuals in the form of donations and legacies, through corporate sponsorship links, and focussed approaches to grant giving bodies such as the National Lottery Heritage Fund and the Arts Council.
- To build resilience and fitness for purpose on a strategic and operational basis. Proactively embracing change, adapting accordingly, and being an important and beneficial presence within Salisbury – both as a first class tourist attraction and community asset.
- Enthusiastically encourage visits to Arundells by more disadvantaged members of the community. Those with additional needs and anyone who may currently consider Arundells to be elitist, expensive, 'not for me' or simply out of reach. To actively work with community groups to change misconceptions and to welcome as many people as possible through a series of special on site events and activities.

3. ARUNDELLS

The House and Garden

Arundells is a beautiful Grade II* Listed property standing in two acres of peaceful garden, with frontage to the River Avon and River Nadder and magnificent views of Salisbury Cathedral.



The house has Medieval origins – built as a canonry in the 13th Century – but is now broadly Georgian in appearance and style. Extensively restored in the 1960s, it became Sir Edward's home for a very happy twenty year period in his life, from 1985 until his death in 2005.

The Studio

The former stable block, more recently an archive store, was converted to form an exhibition space, lecture room and venue for meetings and craft workshops in 2019. It is central to the provision of smaller events throughout the year. With a kitchen area and accessible facilities, it is an attractive venue for use by the wider local community.

The Collection

Arundells is home to a unique collection of fine art, furniture, ceramics, glassware, photographs, sculptures by Martin Jennings, Oscar Nemon, and Shenda Amery, political cartoons, Chinese silk wallpaper and Japanese woodblock prints.

With paintings and drawings by Augustus John, Gwen John, Walter Sickert, John Singer-Sergeant, LS Lowry, Ken Howard, Bernard Dunstan, John Piper and Winston Churchill, it is a highly significant and important collection.

Sir Edward's Steinway piano still resides within the Drawing Room and piano concerts by leading pianists are staged each year. Within the entrance hall, a large, purpose built cabinet displays scale models of his five Morning Cloud racing yachts, trophies and sailing memorabilia.



Arundells achieved Accredited Museum status in 2025. It is one of only two, originally furnished former homes of 20th Century British Prime Ministers open to the public. The other is Chartwell, Sir Winston Churchill's home.



Heritage Tourist Attraction

Arundells has many key selling points, but almost all visitors focus upon two distinct aspects:

Firstly that it still feels like a home. Secondly, the warmth of welcome, enthusiasm and courtesy demonstrated by our house stewards, all of whom help on a voluntary basis throughout the open season.

The property was recently described by a leading heritage consultant as being akin to a “Miniature V&A.”

Now firmly established as a destination of choice for many visitors to Salisbury, Arundells is currently ranked at number five out of seventy three attractions within the TripAdvisor list of *Things to do in Salisbury*.

In 2025 Arundells won the *Visitor Experience* category at the Salisbury Chamber of Commerce Business Excellence Awards.

In 2025 the property was recognised by Visit England as being a *Quality Assured Visitor Attraction*.

Events

Our wide ranging events programme is spread across the calendar year. It encompasses Jazz evenings and theatrical productions held in the garden; talks, lectures and seminars, held at Arundells and other locations within Salisbury, piano concerts and recitals, themed exhibitions, and business and social gatherings by third parties.

The Foundation’s flagship event is the Edward Heath Annual Lecture, held within Salisbury Cathedral and followed by afternoon tea and a post lecture dinner at Arundells. Participants have included: John Major, Michael Heseltine, Ken Clarke, William Hague, David Dimbleby, Vernon Bogdanor and Gyles Brandreth.

Additional high profile speaker events have included talks by: Theresa May, Robin Knox-Johnston, Chay Blyth, John Sawers, Kim Darroch, George Robertson, John Curtice, Vince Cable, Valerie Amos, Nicholas Soames, Kate Adie, Bill Browder, and the German Ambassador to the United Kingdom.

Arundells has developed a strong, highly regarded reputation for not only providing a wide range of different events, but for seamlessly delivering these events to the highest standard. A living and breathing part of life in Salisbury; with visitor enjoyment and satisfaction lying at the heart of each and every activity.

Community Engagement and Access for All

Access for less able visitors has been improved by the provision of an accessible toilet in 2019. The ground floor of the house can be easily explored by wheelchair users and less able visitors, with level access to the garden and the Studio.

Hard work has been put into improving our engagement with the wider local community. A 'Community Garden' was established thanks to support received from the National Lottery Heritage Fund. This important project has gone from strength to strength, providing a therapeutic and quiet environment for vulnerable military veterans and those from the wider community simply looking to get out and get active through weekly gardening activity.

An important message is that Arundells is open and accessible to all, regardless of initial perceptions or imaginary barriers. These are gradually being removed, and Arundells – through active collaboration – will be recognised as being available and inspiring to as wide and diverse an audience as possible.



4. THE ROLE

Please see the **Job Description** and accompanying **Person Specification** for a detailed insight into what this important and wide ranging role will involve.

Reporting to the Chairman and working closely with the board of directors, you will lead a small, closely knit and highly professional team, building upon all that has been achieved to date, maintaining the highest standards and taking the management of Arundells forwards from strength to strength. Building income streams, protecting the house and collection, and managing conflicting objectives.

You will represent Arundells and the Sir Edward Heath Charitable Foundation within the local community, acting as an ambassador for the Charity and developing close working relationships. As highlighted, engagement across a wider demographic and the provision of access for all, are key objectives.

The administration of the Foundation and The Trustee of The Sir Edward Heath Charitable Foundation Ltd (as Company Secretary) will be a key task; ensuring that statutory obligations as a Limited Company and Registered Charity are met, liaising closely with external auditors and consultants, and arranging meetings of the board of directors and sub committees as required. This will include the minuting of meetings and the maintenance of comprehensive records.

You will represent Arundells as a member of the European Network of Political Houses and Foundations of Great Europeans, corresponding with other members and attending group meetings as necessary. This is likely to involve occasional travel to European countries.

You will play an important role in helping to raise funds; for capital repairing / restoration work, the building of an endowment, and in bolstering operating income. This will involve assisting with approaches to potential donors and leading the compilation and submission of applications to grant funding trusts and bodies, including the Arts Council and the National Lottery Heritage Fund.

You will prepare annual operating budgets and, working with a self-employed bookkeeper, prepare cashflow and profit and loss accounts, and oversee the management of the payroll.

You will build relationships with local schools and colleges, developing the teaching and learning opportunities that Arundells and the Foundation can provide – from enrichment activities for younger children, to older individuals and groups.



5. OUTLINE TERMS OF EMPLOYMENT

Hours

Normally Monday to Friday each week and from 9.00 am to 5.30 pm each day, inclusive of a one hour lunch break. However, the post holder will be required to work during some weekends, as front of house manager and on a rota basis with colleagues, when the property is open to the public.

Evening working will also be required from time to time, and a flexible approach will be key to ensuring that tasks are completed on time and to a high standard.

Place of work

Based at Arundells, with the possibility of some home working on an occasional basis, and with flexibility to travel as required to attend meetings and events throughout the United Kingdom and occasionally in other European countries.

Salary

The postholder will receive a salary of £40,000 per annum. Overtime will not be payable.

Holiday entitlement

25 days paid holiday per annum, plus bank and statutory public holidays. The post holder may be required to work on some bank holidays, given that Arundells will be open to visitors on some of those days. Time will be taken off in lieu to reflect this.

Pension contributions

The employer will make monthly contributions equivalent to 5% of the employee's gross salary to the NEST pension scheme, or alternatively to a personal stakeholder pension scheme of the employee's choice. The employee will also contribute not less than 5% of their gross salary.

6. THE APPLICATION PROCESS

How to apply

Applications to be made in writing to Mr Peter Batey CMG OBE.

Completed applications by postal delivery to the following address, or by email delivery as PDF attachments. You must include a detailed Curriculum Vitae and a covering letter explaining why you feel your skills, experience and personality make you the ideal candidate for this post.

Mr Peter Batey CMG OBE
The Sir Edward Heath Charitable Foundation
Arundells
59 The Close
Salisbury
SP12EN

Email address: [**applications@arundells.org**](mailto:applications@arundells.org)

Closing date for applications

12 Noon on Friday 23rd October

Selection

Initial interviews will be held in London on Friday 6th November

Secondary interviews for shortlisted candidates will be held in Salisbury on Wednesday 2nd December.

Shortlisted candidates will have the opportunity to visit Arundells, and meet with the management team, prior to secondary interviews taking place.

Following appointment, the successful applicant will be expected to take up this post in March 2027. The exact date will be agreed to allow a period of time working alongside Ivan Smith, the current postholder.

Informal discussion

Applicants are welcome to telephone Ivan Smith (01722 331440) for an informal discussion about the role prior to submitting their application.