

Swindon Heritage Preservation

(formerly Mechanics Institute Trust)



SHP Operations Manager

About the role

Contract Type:	Fixed Term until May 2028 (with possible extension)
Hours:	Full time, 40 hours per week
Salary:	£35,000 - £40,000 per annum (depending on experience)
Benefits:	Workplace Pension scheme, 25 days annual leave plus Bank Holidays Flexible working: Occasional evening or weekend work may be required, with TOIL provided.
Location:	SHP Head office: Emlyn Square, Swindon (with scope for hybrid working, off site)
Reports to:	Chair of Trustees

Swindon Heritage Preservation is seeking an experienced, practical, and well-organised Operations Manager to support the effective day-to-day running of the Trust. This is a varied, hands-on role within a small heritage charity, focusing on operational coordination, facilities and building oversight, tenant liaison, budget monitoring, and governance administration.

The successful candidate will help the Trust operate safely, efficiently, and in line with its charitable aims. Working closely with Trustees, staff, volunteers, tenants, and contractors, you will maintain high operational standards across our organization and our historic heritage buildings.

Purpose of the role

To coordinate the operational systems, resources, and activities that enable the Trust to deliver its charitable work effectively. The role supports the Board of Trustees by translating agreed priorities into practical action, maintaining accurate records, and providing clear operational insights.

Note: Strategic, legal, financial, and governance accountability remains strictly with the Board of Trustees.

Key responsibilities

- **Daily Operations:** Coordinate day-to-day Trust activities, ensuring work across staff and volunteers is well-planned, resourced, and delivered smoothly.
- **Facilities & Heritage Buildings:** Oversee the maintenance, safety, and presentation of the Trust's buildings and equipment; maintain preventative

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maintenance schedules and coordinate compliance inspections, repairs, and emergency responses alongside specialist contractors.

- **Stakeholder Liaison:** Act as the primary operational point of contact for staff, tenants, contractors, partners, and the wider community.
- **Board Support:** Prepare regular operational updates and reports for the Chair and Board of Trustees to support effective decision-making.
- **Financial Monitoring:** Track operational budgets, monitor expenditure, maintain clear financial records, and escalate variances to the Board.
- **Grants & Funding:** Support grant administration and funder reporting by tracking project metrics and assisting with submissions.
- **Compliance & HR:** Coordinate compliance tracking across health and safety, safeguarding, insurance, and GDPR data protection; support basic HR administration including staff onboarding and volunteer coordination.
- **Community & Events:** Work collaboratively with the team to support the delivery of community events, retail activity, and public engagement initiatives where required.

Person Criteria

Essential

Proven experience in operations, facilities, or building management

Experience coordinating people, contractors, or volunteers

Strong understanding of Health & Safety responsibilities

Proven ability to manage budgets and maintain accurate records

Exceptional organisational skills and a practical, hands-on approach

Strong digital skills, with confidence using productivity, collaboration, and communication tools

An Enhanced DBS check is required for this role.

Desirable

Experience working within a charity, heritage site, or visitor attraction

Knowledge of Charity Commission requirements or supporting a Board

Experience managing listed or historic heritage buildings

Experience with grant tracking, retail, or community events

Relevant qualifications (e.g., IOSH/NEBOSH, ILM, or Heritage Management)

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Equality, diversity and inclusion

Swindon Heritage Preservation is committed to fair, inclusive and accessible recruitment. We welcome applications from people of all backgrounds and experiences. Applicants will be assessed against the requirements of the role, and reasonable adjustments will be made for candidates who need them during the recruitment process.

How to apply

To apply, please send your CV and a one-page covering letter, stating the role you are applying for, to:

Bob Wright at bob@swindonheritage.org.uk (or call 07786963718 for an informal chat)

- **Closing Date:** 27/07/26
- **Interviews:** Week commencing 27/07/26