


**HONOURABLE ARTILLERY COMPANY  
HEAD OF GROUNDS  
CANDIDATE INFORMATION MAY 2026**





Thank you for your interest in the role of Head of Grounds at the Honourable Artillery Company ‘the HAC’.

Situated in the heart of the City of London, the HAC is one of the oldest military organisations in the world and a unique institution combining deep-rooted heritage with a vibrant, modern operational environment. Our grounds, the Artillery Garden, are almost unique and are central to our identity—serving as both a historic asset and a highly prized green space that supports a diverse programme of high-profile military, ceremonial, sporting and commercial activities.

We are seeking an experienced and adaptable Head of Grounds to lead the stewardship, development and presentation of this exceptional site. This is a rare opportunity to take on a leadership role in a setting of national significance, where the highest standards of grounds management are essential to supporting our reputation for excellence.

In this pack, you will find further details about the role and the qualities we are looking for in our next Head of Grounds. As well as information about how to apply. We hope it gives you a clear sense of both the opportunity and the importance of the position.

We look forward to receiving your application.

Chief Executive, Marcus Simson



## **Honourable Artillery Company**

### **Role Profile**

**Role Title:** Head Of Grounds

**Reporting To:** Chief Executive

**Line Management Responsibilities:** Assistant Groundsperson

**Hours:** Full time, permanent

**Location:** Central London (on-site only)

### **Background:**

The Honourable Artillery Company was chartered by Henry VIII in 1537 for the “greater defence of the Realm”. It is a membership charity of 2500 members of whom some 400 are active in the Army Reserve, in a Regiment of the same name. Its civil side is governed in a manner similar to a City livery company. It raises money from events, property, investments and members’ subscriptions and disburses it to the Army Reserve through the HAC Regiment, in support of Army and Police cadets, in support of two veteran chartered ceremonial groups – the Company of Pikemen and Musketeers and the Light Cavalry – and in the maintenance of the estate.

### **Role Purpose:**

To maintain the Artillery Garden, comprising sports pitch and its environs, to the highest standards and ensuring its useability fit for high-profile military, sports and events purposes.

### **Key Responsibilities:**

- Prepare and deliver sports pitches in first class condition, year-round.
- Supervise condition and cleanliness of the whole area of the grounds (including pitches, tree-lined perimeter and flower beds/planted areas), working with colleagues and key stakeholders to manage impact of activity on the grass.
- Maintain and secure stores, workshop and equipment.

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- Recommend an annual budget and work within it.
- Establish first class working relations with the Members, the sports community, the Events Team and wider permanent staff.
- Line Manage your assistant or such assistance contracted to work at the HAC. This includes planning working hours, supporting professional development, recommending training and supporting study.
- Plan, coordinate and oversee periodic external contractor support for grounds refurbishment.
- Advise and work in liaison with all event organisers, especially those erecting marquees or other constructions and multi-day events.
- Prepare and deliver reports for the Sports and Executive Committees.
- Ensuring strict adherence to Health and Safety standards in the use and application of equipment, including risk assessment, and the tasks incumbent in the delivery of the full Grounds Team responsibility, working alongside colleagues in the House and Events teams to ensure the safety of all who work on and use the Grounds.

**What we are looking for:**

**Skills, Experience & Qualifications:**

<b>Essential</b>	<b>Desirable</b>
Level 3 Turf Management or Equivalent	Knowledge of machinery and attachment maintenance
Experience of varied pitch marking	Plant identification skills
Experience of use of machinery including tractor, varied attachments and cylinder mowers	Proven management skills with ability to develop more junior roles and support learning
PA 1/2 & 6 Spraying Certificates	Working knowledge of irrigation systems
Proven management skills with ability to develop more junior roles and support learning	
UK Driving Licence	

**General Aptitudes:**

- Ability to work positively and collaboratively alongside colleagues delivering multi-disciplinary activities on site.
- Willing to be flexible and adaptable to meet the varying challenges of the role and able to work as part of a small team as well as being customer-facing when required.
- Excellent verbal and written interpersonal and communication skills.
- Proficient in IT skills including use of standard software systems (MS Office/365)
- Willingness to undertake appropriate personal and professional development training, developing your skill and knowledge appropriate to your role.
- Respect for the values and traditions of the historic setting and membership at the HAC, behaving at all times in a professional manner to reflect the core values of the HAC and generating a positive image to its members, staff, guests and visitors.

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## Other Relevant Information:

**Physical Considerations:** please note that this is a role requiring physical tasks including walking, lifting, operating and moving equipment, bending and stretching as well as working outdoors in all weather conditions, year-round.

**Onsite Accommodation:** our preference is that the Head of Grounds resides on site as there are aspects of the role that require ability to be available out of hours and at weekends. The role holder will have access to a 2-bedroom flat on site, rent-free, subject to accommodation licence.



## What we offer you:

- Salary range £38,000 - £42,000 annual salary, depending on experience.
- Living accommodation on-site, rent-free.
- Paid overtime for hours worked outside weekly contracted hours (subject to conditions).
- Favourable benefits package including 33 paid days annual leave per annum (including Bank Holidays), Death in Service and Critical Illness cover, generous employer contribution pension scheme, access and use of Virgin Active gym on site, lunch provided weekdays (subject to availability), access to employee wellbeing scheme.

## HOW TO APPLY:

- Please send us your current CV and a supporting letter or statement expressing your interest in the role and outlining your relevant experience, skills and qualifications applicable to the role.
- You will need to send your applications for the attention of Rachel Bishop: [rbishop@hac.org.uk](mailto:rbishop@hac.org.uk)
- We expect to contact suitable candidates upon receipt of their application initially for an informal conversation to discuss their application.
- Shortlisted candidates will be invited to Armoury House and Grounds for in-person interviews. These are likely to include a tour of the Grounds and the House and an opportunity to meet colleagues and key stakeholders before taking part in a formal panel interview.
- We will be accepting applications up to **5pm on Friday 19th June** but please note that we will be contacting candidates and considering applications as we receive them and reserve the right to close the application window early in the event that we identify suitable candidates. We therefore recommend that you send your application in early to avoid disappointment.
- We expect to call candidates for interview in the **week commencing 22nd June**.
- We expect to make a final selection by mid-July and are aiming for the role to start as soon as possible after **31st July 2026**, subject to availability. We will take candidates' availability into account when making an appointment.

