

**THE LORD LEYCESTER HOSPITAL  
WARWICK**

**APPOINTMENT OF MASTER**

The Governors of the Lord Leycester Hospital are seeking to appoint a Master who will take up the appointment not later than 1 March 2026.

The Lord Leycester Hospital is an historic group of timber-framed buildings on Warwick High Street, clustered around the town's Norman gateway. Formerly the home of Warwick's medieval Guilds who built the site, the Hospital was founded in 1571 by Robert Dudley, Earl of Leicester, as a place of retirement for warriors (known as 'the Brethren') who are deserving of the charity's support. The Lord Leycester Hospital is not now, and has never been, a medical establishment – it provides community rather than care, with the Brethren all living independently. The word 'hospital' is used in its ancient sense meaning 'a charitable institution for the housing and maintenance of those in need'.

Today the Hospital remains an independent charity providing homes for ex-Servicemen, living either singly or with their spouses in self-contained flats. Two additional flats are let on regulated rents. The Hospital derives most of its income from fundraising and opening its doors to the public for ten months of the year. Following a transformative restoration and reorganisation project, backed by the National Lottery Heritage Fund, the Hospital operates as a dynamic and diversified heritage site and museum, welcoming over 13,000 visitors a year. The Hospital's offering includes a Grade II-listed garden, a café and a gift shop. As well as hosting its own revenue-generating events, the buildings are also hired out for weddings, receptions, dinners, parties and other occasions.

The Master is the head of the Hospital, responsible for carrying out its charitable purpose – providing accommodation and community for ex-servicemen – and ensuring its ongoing financial and commercial sustainability. Living on site, the Master oversees the life of the Hospital community and is charged with ensuring that the institution and its people continue to thrive. The day-to-day operational running of the Lord Leycester's heritage activities is in the hands of the Operations Manager, who is responsible to the Master for the day-to-day operations of the Lord Leycester.

The role involves developing and maintaining a strategic line of sight, ensuring that the Business Plan is viable and meeting its financial objectives, developing the funding resources of the Lord Leycester, providing support for the Brethren, being the public face of the Lord Leycester within Warwick and Warwickshire, overseeing marketing and PR plans, and maintaining an effective working relationship with the Governors.

The successful candidate will have served as an officer in the Armed Services, and would benefit from commercial and administrative experience (e.g. managing a school / heritage site / charitable organisation or similar establishment), including capability in managing strategic budgets and revenue generation. Strong people skills (including fundraising experience) are also highly desirable.

For further details about the Hospital please visit [www.lordleycester.com](http://www.lordleycester.com).

Applications by letter, outlining the strengths of the candidate, with a full CV attached, or any requests for further information, should be addressed to [master@lordleycester.com](mailto:master@lordleycester.com). Applications will be accepted up to 5pm on 31 August 2025.

The first short-listed candidates will be invited to meet the selection panel in London in mid-September 2025. Thereafter candidates invited to a final interview will be invited to visit the Hospital by mutual arrangement in the period 19 September to 16 October 2025.

## **Master of The Lord Leycester Hospital, Warwick: Job / Person Description, July 2025**

The Master is the day-to-day head of the Hospital, discharging all the duties required both by the Hospital's charitable status and the purposes of the Governors in continuing to meet the requirements of the historical intent of Robert Dudley, Earl of Leicester. The successful candidate will be tasked with ensuring the continued sustainability of the institution, so that it can continue to provide accommodation to ex-servicemen ('the Brethren') and preserve its exceptional historic architecture for future generations.

The Master is supported by a small but dedicated team on the ground – this includes an Operations Manager who is concerned with the day-to-day running of the front of house ticket office, grounds maintenance, site safety, and commercial activities, while the Master has special responsibility for the longer-term strategic planning and direction of the institution, as well as leading on fundraising, marketing, public relations and external relationships.

The role involves living on site, in the historic Master's House adjoining the Grade II-listed Master's Garden. Living within the Hospital means that the Master [and their spouse] are very much an active part of the everyday life of the community. The role is hands-on, and versatility, commitment and resourcefulness are key attributes – as are creativity, effective planning and prioritisation skills and the ability to work autonomously.

The Master has full administrative and management leadership of the Hospital and is responsible to the Governors as the Trustees for its effective running, including oversight of the welfare of the Brethren. The Master's responsibilities include:

- Safeguarding the historic fabric of the Hospital through driving an ongoing management and maintenance plan
- Taking ownership of financial management – forecasting revenue and expenses, overseeing cash flow and overall budget allocation
- Management and development of the visitor business (e.g. increasing footfall and improving spend per head in the gift shop and café)
- Generating increased enquiries, bookings and income from venue hire for events
- Leading the Hospital's team of staff and volunteers
- Managing relationships with partners, vendors and contractors
- Ensuring compliance with relevant legislation, regulations and policies (relating to heritage buildings, visitor attractions, residential property etc.)
- Leading fundraising efforts, through regular applications for institutional grants, soliciting major donations and overseeing the Hospital's donor schemes

- Overseeing staff efforts to market all commercial activities and raise awareness of the Lord Leycester

People skills are a key attribute of the role, and the Master will be expected to foster strong working relationships with the Brethren, staff and volunteers, as well as the Governors. The Master acts as an ambassador for the Hospital both in Warwick and beyond, and will be expected to engage actively with local communities and bodies to promote the Lord Leycester and maintain a positive and productive relationship with key stakeholders, including potential funders and donors. With the Brethren, the Master is expected to attend Warwick ceremonial and cultural events and represent the Lord Leycester Hospital in civic and town events and celebrations.

Ensuring the financial sustainability of the Hospital is critical to the Master's role, and commercial acumen (particularly financial / accounting skills) is a highly desirable requirement for candidates. The Master is responsible for developing and managing the institution's annual budget and monitoring performance against the budget and the business plan. The appointed Master will be expected to build on the intensive restoration and improvement project that the Lord Leycester has undertaken over the past five years – this will require innovative ideas, sound financial management that meets business plan objectives and an ability to promote the Lord Leycester to the local community and broader Heritage tourist industry.

The Mastership is a challenging but rewarding role that offers the successful candidate an opportunity to write the next chapter in the history of a well-loved Warwick institution.

Salary and conditions of service reflect the living circumstances.