



# Foundation Programme

#buildingyourfuture



“Work alongside some of the most experienced and talented professionals in the business”

# Welcome

A very warm welcome from Overbury and Morgan Lovell, the fit out and refurbishment businesses of the Morgan Sindall Group. We're passionate about delivering exceptional projects for our clients and know that to continue to do this, we need exceptional people working for us.

Joining our Foundation Programme will give you the opportunity to gain a deep understanding of what we do, as well as having the opportunity to continue with academic and professional qualifications.

You'll learn alongside some of the most experienced and talented professionals in the industry. You'll have the opportunity to work for instantly recognisable clients in the most iconic buildings in the country.

I very much hope to have the opportunity to meet you soon.



Chris Booth  
Group Managing Director  
Overbury and Morgan Lovell

# Overbury and Morgan Lovell



We're the UK's leading office fit out and refurbishment specialist. We transform spaces in any office, higher education, retail or leisure space.

## Morgan Lovell

We've been helping many of the world's largest companies to define, design and deliver office fit out and refurbishment projects. We've delivered hundreds of unique office designs that have changed the way that thousands of people work every day.

Overbury and Morgan Lovell have eight offices. At any point in time our teams are working across more than 100 sites.

**1000+**  
STAFF

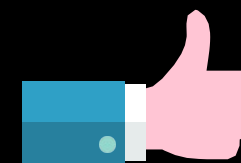


**>£1.1b**  
TURNOVER IN 2023



6 LOCATIONS  
8 OFFICES

**378**  
PROJECTS  
DELIVERED  
IN 2023



**26%**  
OF OUR STAFF  
HAVE BEEN WITH  
US FOR MORE  
THAN 10 YEARS

**First Construction  
company in  
Europe**

To achieve the WELL Equity rating





# What we do for you



## Keep learning

- Learning Management system
- Succession Planning
- Career Discussions (PDP)
- Exceptional Experience
- Lunch & Learns



## Manage your mind

- Employee assistance programme
- Mental Health First Aiders
- Occupational Health
- Wisdom Wellbeing app



## Money matters

- Staff Discounts Portal
- Sharesave Scheme
- Pension Scheme
- Retirement Savings Plan
- Enhanced family friendly leave
- Life Assurance
- Nudge financial Tool



## Care for yourself

- Eye tests
- Generous annual leave entitlement
- Annual Health Assessments
- Digital GP
- Private medical care
- Cycle to work Scheme
- Mental Health First Aiders & Wellbeing Champions



## Keep connected

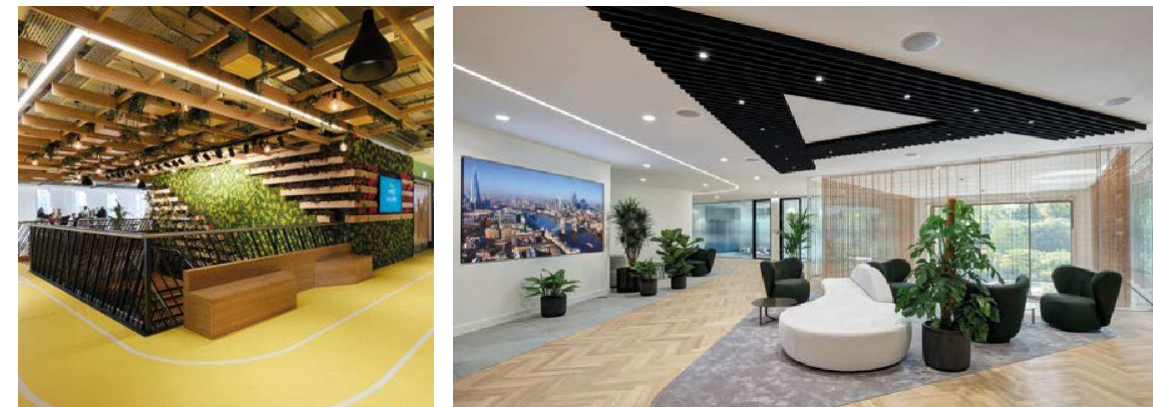
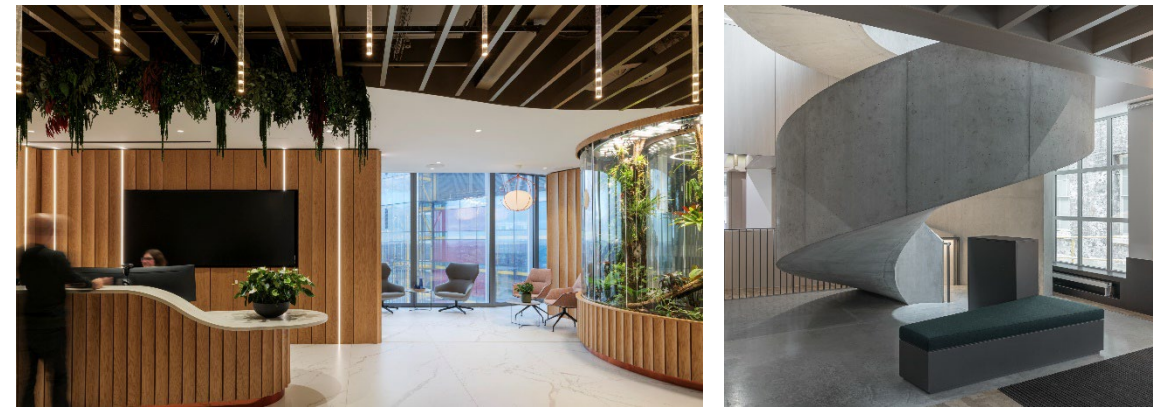
- Team events
- Professional forums
- Learning days / Lunch & Learns
- Recruitment Referral Scheme



## Give back

- Charity days
- Charity events

# Some of our Projects and Clients



We have worked with many well-known companies and continue to build our network every day.







# Core disciplines in our business

We work with a range of commercial property professionals and end user clients to design, refurbish and fit out some of the country's most iconic buildings.



## Construction

### Fit out

Site set up, Site management, Subcontractor management, Project management, Health, safety and environmental

- Project Manager
- Site Manager
- Construction Manager



## Preconstruction

### Pricing jobs and winning work

Estimating and pricing, Planning, Design, Bid production, Interview, Contract T&Cs.

- Estimator
- Designer
- Bid Team
- Concept design
- Project design
- Graphic design



## Design

### Fit out

Create the design strategy, manage/ create drawings with environmental accreditations in mind

- Design Manager
- Designer
- Technical Designer



## Technical Services

### Mechanical and electrical services

Design development, Installation, Commissioning, Systems sign off and documentation

- Technical Services Manager
- AV Manager



## Commercial

### Day to day finance management

Contracts administration, Procurement, Cost reporting and forecasting, Change control, Presenting accounts

- Contracts Manager
- Quantity Surveyor

# The Foundation Programme

The programme is designed to give you a rounded view of our business through an internal three-year learning curriculum, workplace rotations and networking opportunities. Whilst on the programme new joiners are given the opportunity to complete apprenticeships and professional accreditations.

– Networking  
– Rotations

– Training  
– Mentoring

### Apprenticeship's

- You must hold 3 A Levels or Level 3 Equivalent
- You must hold at least a grade 4/C in Maths & English

### Graduates;

- You must hold a degree in the relevant field to the role e.g.
  - Construction Project Management
  - Quantity Surveying
  - Mechanical/Electrical/Building Services Engineering
  - Interior Design/Interior Architecture/Design Management
  - Sustainability/Geography/Environmental Science

### University Sandwich Year Placements;

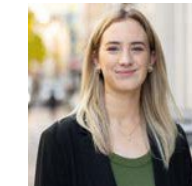
- You must be currently in your 2nd year studying a relevant degree with a year in industry option



### Soul Lynn - Management Trainee

Finished the Foundation Programme in 2024

*"I started at Overbury in 2022, I chose the apprentice route as you get so much exposure by learning on the job rather than sat full time in a classroom. Looking back at my progression so far, I never would have thought I would have as much responsibly as I do now. Doing the rotations in different departments is beneficial as I utilise what I have learnt and use it subconsciously whilst engaging in conversation with sub-contractors. A big moment for me is when we complete a project, especially when I have supported with handover and closing out the final account with the support of my mentors."*



### Bethany Wickersham – Junior Designer

Finished the Foundation Programme in 2024

*"Since joining Morgan Lovell as a graduate, I have expanded the skills and knowledge about the design and build industry which has been a unique hands-on experience that has helped put my degree into real work practice. Joining the Foundation Programme has been a great way to meet other people new to the industry and learn about the different roles within the company."*



### Kiera Lees – Trainee Quantity Surveyor

Finished the Foundation Programme in 2024

*"I joined the Foundation Programme fresh out of sixth form after completing my A-levels. The Foundation Programme offers such an incredible opportunity for anyone with a passion for construction. My experience at Overbury so far has been amazing, the support and expertise my colleagues have shown me is astounding. The programme has allowed me to progress and develop my skills, meet lots of new people and explore different job roles. My mentor is very helpful, supportive and inspiring – along with the whole team! I am super excited for my future at Overbury"*



## Our Recruitment Process

### Key Dates

- September – Register your interest
- January – Applications Open
- February – Applications Close
- March – Online Interviews
- April – Insight day
- May – Final Interviews

## Work Experience

### What We offer

1 or 2 weeks of unpaid work experience, to anyone aged 15 and above on site or offices.

During the work experience there is the opportunity to shadow different members of the fitout team and get an idea of what each role does day to day. If there is a specific interest in one role, we will try to allow more time shadowing that particular role.

# Our Foundation Programme: How It Works

## Training

The Foundation Programme training curriculum develops business, behavioural and technical skills to give you an understanding of how we operate as a business. As well as developing your personal skills, you are also given the opportunity to complete higher and degree level apprenticeships and professional accreditations.

## Support

As part of the Foundation Programme, you will have a dedicated mentor who you work with on a daily basis and is responsible for your learning. You will also have a review every six months during the programme to assess your strengths, areas to focus on and ensure your development is on track.

## Rotation

In the second year of the Foundation Programme there will be short term awareness rotations within our core operational disciplines as well as the flexibility for additional rotations in our support departments.



## Amey Brown

Construction Manager

- **October 2019**  
Completed 1 week's work experience
- **January 2020**  
Joined Overbury as a Trainee Construction Manager
- **September 2021**  
Started the Foundation Programme
- **July 2022**  
Promoted to Assistant Construction Manager
- **November 2022**  
Handed over first project managing the programme
- **December 2022**  
Promoted to Construction Manager
- **June 2023**  
Completed HNC at London Southbank University
- **August 2023**  
Finished Foundation Programme
- **September 2023**  
Started BSc Construction Management at University of Westminster
- **September 2024**  
Completed the first year of BSc Construction Management at University of Westminster

### Why did you choose a career in the fit out industry?

Originally, I wanted to build the skyscrapers, I never really knew much about fit out until I obtained some work experience with Overbury. I fell in love with it on the first day and knew I was better suited to working inside of the building than being out in the cold! Fit out focuses on detailed designs and Overbury work with the best architects and clients to create award-winning projects, that's something I knew I wanted to be a part of.

Being part of a company which creates spaces impacting people's everyday lives is truly inspiring and extremely rewarding. The people you get to work with all have a different story and background and in my opinion is what really sets construction aside from other industries. You're able to meet and work with many different inspiring individuals who have worked on different projects all over the world and teach you all about it along the way.

### How would you describe your role in three words?

*Exciting, Challenging and Rewarding*

### Describe a typical day.

Definitely no such thing in construction! When you're on-site there's always new things coming into play. It's part of my role to manage and overcome these and it's one of my favourite things to do, as when issues arise on-site if you

get the right people in a room together, there's always a solution!

My days have changed even more since being promoted, my roles and responsibilities have increased and I feel valued by the company by being trusted to manage my own areas. From managing a toilet package through to a Cat-B floor and now an occupied reception area I can say I have been challenged and tested in the best possible ways. With help and support from my peers as well as the Foundation Programme I've been able to climb the ladder and know there's much more to come!

### What attracted you to Overbury?

The people.

Whilst obtaining work experience, I was able to encounter many different people over multiple projects who were all just as lovely as each other. Everyone I met within Overbury had been there for years, most 15 – 20+ and all had positive things to say about their experience, it showed me it was a company who valued their workforce and really pushed people to be their best.

Overbury is like a big (really big family you enter into which really takes care of you, values and challenges you and most of all wants you to do well. Being able to be a part of the Foundation Programme has given me peers of a similar age to share this journey with and I know for a fact that it won't be a short one for any of us!





**Ben Lyttle – Assistant Estimator**

Joined as a Management Trainee. Finished the Foundation Programme in 2021

*“The Foundation Programme encouraged me to take on more responsibility, which has allowed me to develop my professional career. It will give you the experience and the qualifications to allow you to develop for the future.”*



**Jessica Hammond – Trainee Project Manager**

Finished the Foundation Programme in 2023

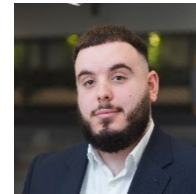
*“I always knew that I didn’t want to go to university full time and would much prefer learning on the job, this is why the Foundation Programme is the perfect fit for me. I have been given the opportunity to learn on the job, network with others and fully immerse myself into Morgan Lovell.”*



**Emily Melville – Trainee Health, Safety and Wellbeing Manager**

Started the Foundation Programme in 2023

*“I joined the Overbury Foundation Programme with little to no knowledge of construction. However, within a short period of time, my knowledge, experience, and confidence has enhanced significantly allowing me to understand what the necessary qualities are to develop into a competent Health safety and wellbeing manager. I was eager to start my career within the construction industry and interested by the balance of full-time work and still going to university. Having 1 day at university a week has benefitted me massively in my career.”*



**Beslim Duraku – Assistant Technical Services Manager**

Started the Foundation Programme in 2023 as a Management Trainee

*“My time on the foundation programme has been great, with new experiences and knowledge being enhanced from industry leading individuals to deliver high quality projects. The support from the Overbury team is always there and very welcoming to any queries. There are regular events and training so it’s a good chance to network with people in the same position as yourself. The route of an apprenticeship was ideal as it allows you to get additional qualifications whilst learning a skill or role allowing you to build yourself to a qualified level.”*





**Phil Marron**

Project Manager

## Our Mentors

As a mentor I've enjoyed the opportunity to help people at the start of their careers and watch them progress. The Foundation Programme is a great opportunity to balance university with first-hand experience.

The trainees may not have much experience with networking and working with new people, which can be daunting. So, when I first take my mentees to site, I introduce them to everyone in my contractor's meeting, so they all know each other and make sure they are treated the same as everyone else. I encourage them to not be shy, to ask questions and start conversations.

Being a mentor is to oversee their learning whilst also being that support role they can confide in. However, mentorship goes beyond just one person - everyone they interact with helps support their growth and development.

*"My mentor has been nothing but amazing with me. He has made me feel more and more confident each day and takes the time out to teach and show me the right path – whilst not giving it to me on a plate! This has made me appreciate work ethic and how important it is, because I see how hard he works."*

I've been very fortunate to help and support our Foundation Programme for several years now, sharing my knowledge and experience within Business Development with our Management Trainees.

This is a very enjoyable and rewarding experience for me, and great to see the individuals develop during the programme. I take a personal pride in doing this, as it also helps secure the future of our business here in the North. Stand out moments for me are seeing our trainees put my advice into action – 'Networking Tips' – being just one example!

It was also fantastic to see one of our foundationers being recognised by her colleagues for both the 'Exceptional Experience' and 'Environmental' awards at our staff conference.



**Kathy Haywood**

Business Development Manager





**Chelsie Ratcliffe-Cull**

Early Careers Manager

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