



# 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 the inside of any office, higher education, retail or leisure space.

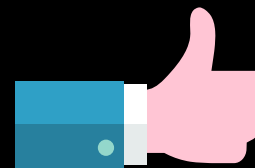
## Morgan Lovell

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.



**>£950m**  
TURNOVER IN 2022



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

**1000+**  
STAFF



**6 LOCATIONS**  
**8 OFFICES**

**340**  
PROJECTS  
DELIVERED  
IN 2022

**Net Zero  
Carbon**  
BY 2030



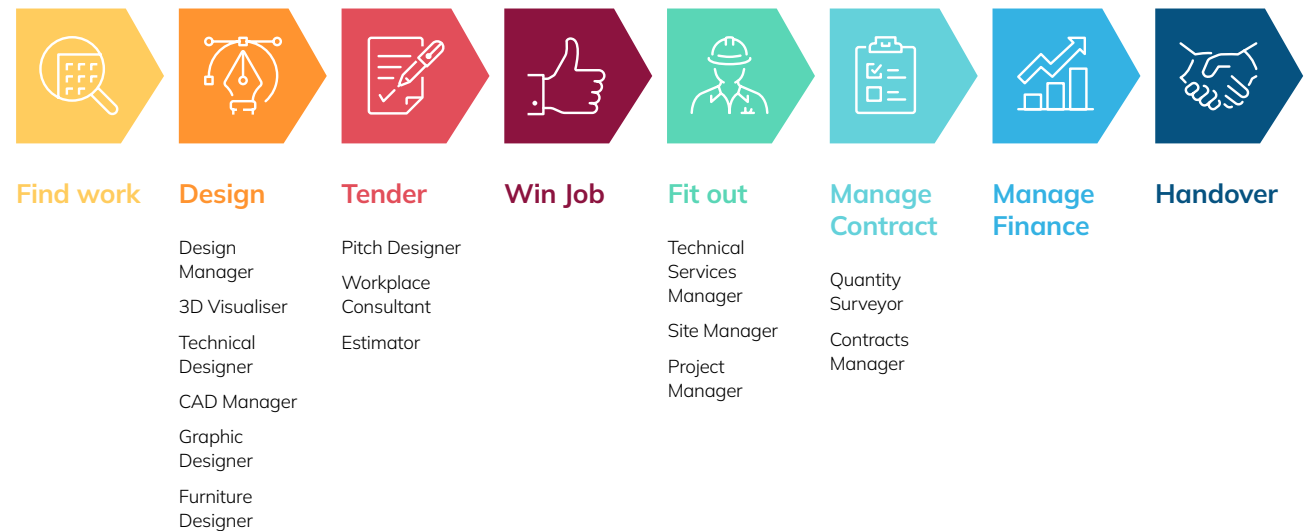
# What we do

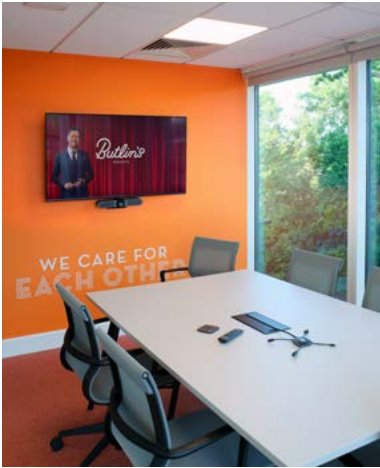
We have two business models that provide us with the maximum opportunity to deliver excellent client experiences.

## Traditional Build Model



## Design and Build Model





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

 **vodafone**     **amazon.co.uk**     **sky**

    **theguardian**     **itv**

**TalkTalk**     **BBC**     **LinkedIn**

 **Coca-Cola**     **HSBC**     **ebay**

 **HARLEY-DAVIDSON**     **UCL**     **WARWICK**  
THE UNIVERSITY OF WARWICK

 **SAP**     **Canada**     **THE LONDON PALLADIUM**





# 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



## Design

### Fit out

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

- Design Manager
- Designer



## 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



## Technical Services

### Mechanical and electrical services

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

- Technical Services 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 two-year learning curriculum, workplace rotations and networking opportunities. Whilst on the programme new joiners are also given the opportunity to complete apprenticeships and professional accreditations.

- Networking
- Apprenticeships
- Training
- Mentoring

## Apprenticeships

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

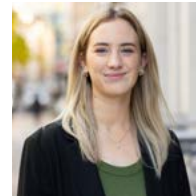
- You must be currently in your 2nd year studying a relevant degree with a year in industry option



### Rhianna Marsh - Trainee Estimator

Finished the Foundation Programme in 2021

*"Starting as a Management Trainee has given me the best learning experience. Every day is different, and I've met and worked alongside a wide variety of talented people whilst getting exposure to different parts of company. The programme has given me fantastic opportunities to make an impact and gain hands on experience working on multi-million pound projects."*



### Bethany Wickersham – Junior Designer

Started the Foundation Programme in 2022

*"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."*



### Vasili Floyd – Trainee Construction Manager

Started the Foundation programme in 2022

*"If you are passionate about the construction industry then the Foundation Programme will ensure you have the best opportunities to help you progress. You will meet talented people along your journey, get exposure to exciting situations, as well as having responsibilities to help get your project over the line!"*





# 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.

*"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."*





# 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

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

Originally, I wanted to build the skyscrapers, 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 onsite 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!



### **Tusar Ali – Assistant Technical Services Manager**

Finished the Foundation Programme in 2021

*"Since I started the Foundation Programme, I've developed my skills as a TSM in many different ways. Having the opportunity to learn whilst working with a great project team has only improved my skills further with a bright future ahead with Overbury."*



### **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."*





### **Billy Cosker – Trainee Design Manager**

Started the Foundation Programme in 2022

*"Since starting the Foundation Programme, my learning on the career path to become a Design Manager has excelled 10-Fold. My role in Overbury's Major Projects team has allowed me to study at university whilst working on London's biggest fit out projects, only building my confidence in the field. Additionally, Overbury fosters a unique culture where those on the Foundation Programme are given responsibility, which further fast tracks the skills and confidence necessary to be a competent member of their large-scale project teams."*



### **Ben Lyttle – Trainee 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."*



# Theo Raithby

Assistant Site Manager

## **2016**

1 week's work experience with Morgan Sindall Group

## **2016-2017**

Started Built Environment Foundation Course at Oxford Brookes University

## **2017**

2 week's work experience with Overbury in Bristol

## **2017-2018**

Started BSc Quantity Surveying & Commercial Management at Oxford Brookes University

## **2019-2020**

Started 1 year placement year with Overbury working in Swindon and Bristol

## **July 2021**

Graduated with a 1st Class degree

## **September 2021**

Joined Overbury as a Trainee Site Manager

## **August 2023**

Promoted to Assistant Site Manager

## **September 2023**

Finished the Foundation Programme

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

Having completed a placement year with Overbury, I chose a career in fit out as I enjoyed the working environment. With shorter projects in comparison to base build or civils you're never on one job for too long and get to be part of a team that delivers some of the highest quality office interiors around the UK.

I found the people who work in the fit out industry incredibly hardworking, passionate and driven. These are the kind of people I wanted to surround myself with.

## **My placement experience**

My placement year spent with Overbury was a great experience that really benefited my personal journey. There is only so much you can learn in a class room and so much more that you can learn from the real world. During my placement year I saw two projects through to completion which gave me a great insight into all the different project stages. Quite early on I knew that I wanted to follow a path into site management but the Foundation Programme allows you to work with several teams in different areas of the business to help you find the path that suits you best. The placement year gives you the opportunity to grow and develop, the Foundation Programme providing training days and workshops to improve your skills and knowledge covering a large range of topics relevant to your role.

Before I graduated I already had an agreement in place to return to work with Overbury. I felt confident when I came back after university. I had already built relationships and trust. My knowledge had grown and I was excited to re-join the team, gain more responsibility and continue my journey within the fit out industry.

In the same way doing a Foundation Programme helped me progress quicker and achieve higher at University, I feel the placement year meant I really hit the ground running when I re-joined permanently after graduating.

## **Describe a typical day**

Every day is different for me on site. I work alongside the project team, the tasks are varied but all work towards ensuring our projects are delivered on time, delivered safely and meet our high standards for quality. From carrying out site inductions, tool box talks, H&S audits and updates. Reviewing drawings, setting out and checking works. Producing schedules of conditions and snagging. Communicating between our internal, client and subcontractor teams. Chairing and participating in a wide variety of meetings. Building client relationships. Along with problem solving and ensuring the correct people have the correct information. I'm always engaged, I'm constantly learning and I particularly enjoy being able to talk to and meet a wide variety of knowledgeable and talented people.



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

*“Varied, Engaging, Rewarding”*

**What attracted you to Overbury?**

When I was looking at companies for my placement year, I can remember seeing a statistic that a large percentage of the staff within Overbury stay with the company for more than 10 years. In today's world with people changing jobs more frequently and even changing careers completely. This was a sure sign to me that Overbury was doing something right. Looking after their staff, creating an environment people enjoyed working in and assistance the staff to grow and develop professionally.

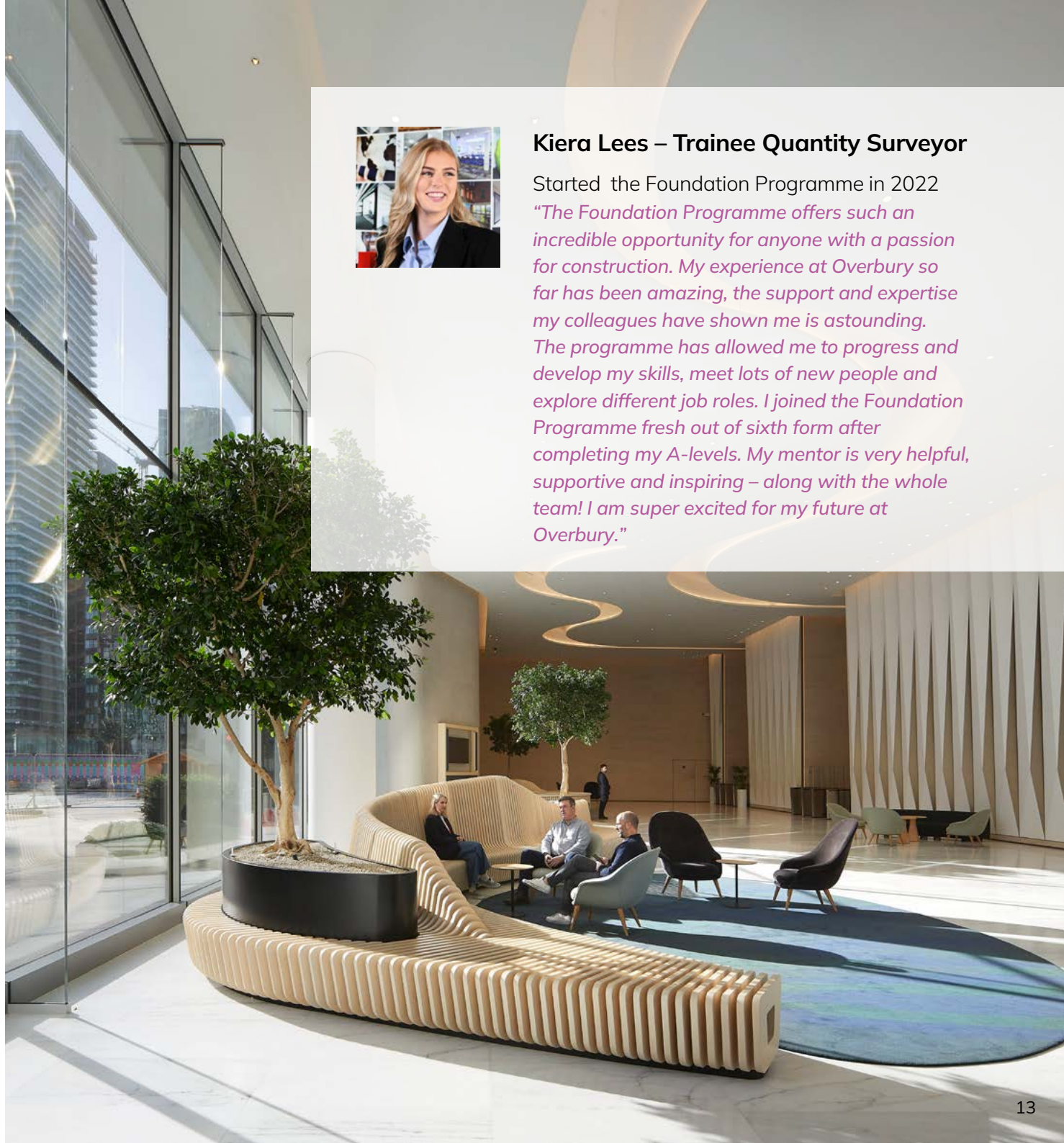
Combined with my experience and enjoyment on my placement year. The people I met, the support and knowledge I gained from the Foundation Programme and obtaining a better understanding for the role, I knew Overbury was the right fit for me.



### **Kiera Lees – Trainee Quantity Surveyor**

Started the Foundation Programme in 2022

*“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. I joined the Foundation Programme fresh out of sixth form after completing my A-levels. My mentor is very helpful, supportive and inspiring – along with the whole team! I am super excited for my future at Overbury.”*







### Poppy Deakin – Trainee Project Manager

Started the Foundation Programme in 2022

*"My journey at Overbury began with work experience. I did a week on site and then a week in the office where I was exposed to all aspects of the business, the core values of the company and how the Foundation Programme progresses ambitious people like myself. I was fortunate enough to be taken on at the end of the two weeks and I am still thoroughly embracing every opportunity Overbury provides."*



### Melcia Fernandes – Assistant Technical Services Manager

Finished the Foundation Programme in 2023

*"The Foundation Programme has provided me with a platform to kickstart a career in Technical Services after my post-graduate. Having no construction background, it gave me the opportunity to gain first-hand experience within the industry alongside an amazing team at Major Projects. Almost two years within Overbury, I've been able to work on and deliver exceptional projects with all the necessary support as a Graduate Trainee whilst gaining valuable knowledge and experience along the way. The Foundation Programme helps boost confidence and challenges yourself to keep doing better thereby fostering personal growth as well as professional development."*



# Looking after you

To compliment the wellbeing of our people we offer a comprehensive compensation package and excellent benefits



## Keep learning

- My Toolkit
- Succession Planning
- Career Discussions (PDP)
- Exceptional Experience Suite
- Lunch & Learns



## Manage your mind

- EAP
- Kelaa Wellbeing App
- Mental Health First Aiders
- Occupational Health
- BeWell Wellbeing app



## Money matters

- Staff Discounts Portal
- Sharesave Scheme
- Pension Scheme
- Retirement Savings Plan
- Ore retirement financial advice MSG £600
- Enhanced family friendly leave
- Life Assurance



## Care for yourself

- Charity days
- Eye tests
- Fruit
- Filtered water
- Generous annual leave entitlement
- Health assessments
- Digital GP
- Private medical care
- Cycle to work



## Keep connected

- Charity days
- Team events
- Professional forums
- Learning days / Lunch & Learns



## Give back

- Charity days
- Charity events



**Chelsie Ratcliffe-Cull**

Early Careers Manager

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