

## JOB DESCRIPTION

Role title: Part 2 architectural assistant  
Role advertised: 18 April 2024

Place of work: 8 Royal Street, London, SE1 7LL  
Hours of work: 40 hours per week, full-time  
Contract type: Permanent, with 6 months' probation  
Reporting to: Associate  
Role salary guide: Starting at £31,000, but dependant on experience

## ABOUT FEILDEN FOWLES

Feilden Fowles is an award-winning architecture practice based in Waterloo, London, founded in 2009 by Fergus Feilden and Edmund Fowles. Our team of 18 deliver exceptional projects across a range of sectors spanning Education, Arts and Culture, Workplace and Heritage. We have a dynamic, energetic, and inclusive culture based in our unique, award winning studio and garden setting.

## THE ROLE

With several exciting project opportunities on the horizon, we are seeking a talented Part 2 Qualified architectural assistant to join our award-winning team and contribute towards a number of heritage and cultural projects across the studio. The ideal candidate should be a confident designer and comfortable working across a range of sectors and scales. Candidates should be able to demonstrate an understanding of RIBA work stages. Experience in Revit is also preferable.

Key Responsibilities - include but are not limited to:

- Supporting project team and sub-consultants effectively on mixed scale projects across all RIBA stages
- Supporting the production of technical detailing, information, and working/drawing information packages for tender and construction
- Supporting project runners with the coordination of information across consultant, client and construction teams
- Contributing to the studio's identity, design ethos and low-tech philosophy
- Maintaining personal and professional development, keeping up to date with latest statutory regulations
- Supporting teams with new work bids as required

Key Skills and Competencies:

- Strong presentation, organisational and time management skills
- Strong Model making skills with attention to detail
- Demonstrated knowledge of UK building regulations and planning
- Experience of running small projects, is preferable but not essential
- Experience of supporting teams with the delivery of substantial projects

- Working knowledge of Microstation, SketchUp, AutoCad, V-ray & Adobe Creative Suite
- Revit experience is preferable, although training can be provided

Person Specification:

- Successful candidate must be a creative problem solver who is highly self-motivated
- Have excellent communication and organisational skills
- Eligible to work in the UK

Benefits:

On top of a competitive salary, we offer staff a wide range of benefits:

A nine-day working fortnight policy, enhanced annual leave, enhanced pension and enhanced parental leave provision, paid professional memberships, training budget & opportunities and a cycle-to-work scheme. We also hold regular social events and an annual team trip.

#### HOW TO APPLY

To apply for this role please send the following to [recruitment@feildenfowles.co.uk](mailto:recruitment@feildenfowles.co.uk) -

- Digital CV and Portfolio (no larger than 5mb (hard copies will not be considered)
- A brief cover letter including details of your notice period, salary expectations and how you heard about this opportunity

Please include the position applied for in the email subject line.

Application timeline:

Application deadline: 6 May 2024 - candidates should be available for interview from 13 May 2024.

Following a 2-week advertisement period, candidates will be selected for a first-round interview with two members of our senior team. Successful candidates will then be asked back for a second-round interview to meet the practice's Directors, before an offer is made.

Equal opportunities:

Feilden Fowles are an equal opportunities employer. We particularly encourage applications from female, non-binary, LGBTIQ+, non-able bodied, Black, Asian, other Minority Ethnic groups or those candidates who continue to be underrepresented within the architectural profession.

We kindly request that upon submitting your application you consider completing our equal opportunities survey; this will be sent automatically on receipt of your application. All information provided is anonymous and used only for the purposes of helping assess and improve our policies, recruitment practices and outreach initiatives.