

JOB DESCRIPTION

Role title: Practice Manager (maternity cover)
Role advertised: 12 April 2024

Place of work: 8 Royal Street, London, SE1 7LL
Hours of work: 40 hours per week, full-time
Contract type: Fixed term, to end of April 2025
Start: June 2024
Reporting to: Directors
Role salary guide: 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

We are seeking an experienced individual for a temporary role covering the Practice Manager's maternity leave, starting June 2024, to allow for shadowing / handover before maternity leave commences in July 2024. The term of the role will be fixed to the end of April 2025.

The role is integral to the smooth and successful day-to-day running of the studio; you will work closely with the Directors and senior team of Associates, supporting the delivery of practice-wide initiatives and ensuring business priorities and practice focuses are met.

You will also work closely with the Studio & Marketing Coordinator, providing mentorship, and together, ensuring the studio is maintained to be a presentable, welcoming, and efficiently run space for all. And you will be a key contact for all employees in the practice, supporting their development and wellbeing.

The role will suit someone with a desire to be part of an energetic studio environment, with a demonstrable experience to work well as part of a team and of their own initiative, and with excellent people and communication skills.

Previous experience working in a similar role within an architectural / design-led practice is preferable, to ensure the right candidate can hit the ground running. Experience working with Microsoft Office, Xero and CMap is preferable.

Key Responsibilities - include but are not limited to:

- Coordinate and note regular meetings with the Directors and Associates, preparing reports and papers as required

HR

- Provide proactive support to employees in managing welfare, and lead by fostering a positive studio culture
- HR coordination of starters & leavers, supporting recruitment needs and strategy
- Coordinate and deliver annual employee appraisals and personal development plans
- Coordinate employee holiday requests, and other statutory leave entitlements
- Liaise with external accountants to produce monthly payroll & pension reports
- Review, and keep up to date, HR related policies and handbooks
- Monitor and deliver employee benefits, including the 9-day working fortnight

Studios

- Support the Studio & Marketing Coordinator in managing facilities, liaising with external suppliers, organising client hospitality and team events
- Coordinate annual renewal of insurances, and regularly keeping insurers up to date with any business changes
- Maintain health & safety standards

Finance

- Work with the Studio & Marketing Coordinator to maintain day-to-day finances, review weekly accounts payable & receivable schedules, and manage cash flow
- Liaise with external accountants to produce statutory filings and monthly management accounts

Person Specification

- Creative problem solver who is highly self-motivated, with great initiative
- Confident manager with excellent communication and interpersonal skills
- Extremely organised, with great attention to detail
- Able to multitask, whilst working under pressure, and to deadline
- Always approachable

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 -

- Digital CV (hard copies will not be considered)
- A brief cover letter including details of your notice period, salary expectations, eligibility to work in the UK and how you heard about this opportunity

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

Application timeline:

Application deadline: 22 April 2024 - candidates should be available for interview from 29 April 2024.

Selection process:

Following the advertisement period, candidates will be selected for a first-round interview with one Director and the Practice Manager. Successful candidates will then be asked back for a second-round interview to meet both 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.