

JOB DESCRIPTION

Role title: Part 2 Architectural Assistant
Role advertised: 16 July 2025

Place of work: 8 Royal Street, London, SE1 7LL
Hours of work: 40 hours per week, full-time
Contract type: 6 months fixed-term contract (with the potential for extension)
Role salary guide: Salary band 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 growing team of 22 deliver exceptional projects across a range of sectors spanning Education, Arts and Culture, Workplace and Heritage. We have a dynamic, inclusive and collaborative culture based in our unique, award winning studio and garden setting. Our team design and realise thoughtful, landscape-led and culturally resonant buildings and environments.

THE ROLE

We are seeking a talented Part 2-qualified architectural assistant to join our team and contribute to a number of exciting new projects across the studio. The ideal candidate should be a thoughtful and confident designer, comfortable working across a range of sectors and scales. They will be enthusiastic to learn, progress and contribute to our friendly studio, working alongside and under the guidance of our senior team of architects and associates.

Key Responsibilities - include but are not limited to:

- Provide a positive contribution to projects, supporting project teams effectively on mixed scale projects across all RIBA stages, with the aim of achieving exemplary design
- Produce technical detailing information and working / drawing information packages for tender and construction, with support from architects and associates
- Coordinate information across consultant, client and construction teams
- Attend and assist with the preparation for project team, design team and client meetings, and participate and actively engage in project design reviews
- Produce physical models, diagrams, sketches and visualisations using 2D & 3D CAD packages, and reports / documents using InDesign, with attention to detail
- Contribute to the studio's identity, design ethos and low-tech philosophy
- Maintain personal and professional development, keeping up to date with latest statutory regulations
- Support teams with new work bids as required
- Support with the marketing and PR initiatives of the practice

- Ensure project filing and other QMS systems are upheld
- Contribute positively to upkeeping a friendly and supportive working environment, promoting the practice values

Key Skills and Competencies:

- Strong organisational and time management skills
- Strong 2D and 3D representation & model making skills showing attention to detail
- Understanding of RIBA work stages and expected outputs at each stage
- Experience across Stage 5 construction packages and attending site meetings
- Demonstrated knowledge of UK building regulations and planning
- Experience of supporting teams with the delivery of projects
- Revit experience is preferable, although training can be provided
- Working knowledge of Adobe Creative Suite, in particular, Photoshop and InDesign
- Working knowledge of SketchUp, V-ray or Enscape would also be an advantage, although support can be provided to learn software packages

Person Specification:

- Successful candidate must be a creative problem solver who is highly self-motivated
- Have excellent communication skills and enjoy working as part of an aligned, conscientious and highly collaborative team
- Embody the values of the studio, bringing a positive attitude and a proactive approach to supporting their team
- Eligible to work in the UK

There will be opportunities for this role to have continued growth and development through exposure to studio wide initiatives and knowledge sharing.

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 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: 8 August 2025. We will start interviewing suitable candidates from the end of July.

Equal opportunities:

Feilden Fowles are an equal opportunities employer. We particularly encourage applications from female, non-binary, LGBTIQA+, 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.