

JOB DESCRIPTION – P1 ARCHITECTURAL ASSISTANT

Place of work: 8 Royal Street, London, SE1 7LL
This is a studio-based role
Hours of work: 40 hours per week, full-time (Standard hours 09:00 – 18:00)
Salary: £23,500 - £26,500 per annum (dependant on experience)
Reports to: Associate / Senior Architect / Architect

Feilden Fowles

Feilden Fowles is a dynamic and engaged architecture practice led by Directors Fergus Feilden and Edmund Fowles. Our strong team of eighteen people are proud to be working on a diverse range of commissions for ambitious clients. Our work within the culture, education, commercial, heritage and masterplanning sectors has allowed us to develop a reputation for delivering exemplary social and environmental projects, often in highly sensitive and challenging historic contexts.

We value simple, high-quality materials. Our love of craft and desire to deliver our designs as fully constructed buildings, are the practice's founding principles, and they continue to inform our approach today. We are committed to protecting our natural environment, and mindful of our potential as individuals, as a team and within our industry to shape the future for the better. We believe architecture can be rich in character and distinct in identity while responsibly addressing both social and environmental concerns.

Role overview

We are seeking an enthusiastic Part 1 candidate to work within project teams, providing general support and assistance to the design and production of projects, research, bids, and general studio duties.

Responsibilities and Skills

The successful candidate will be expected to fulfil the following responsibilities, and demonstrate the skills & requirements outlined below:

- Work closely with the in-house design team to support design development
- Provide a positive contribution to projects with the aim of achieving exemplary design at every stage
- Produce physical models, diagrams and visualisations using 2D & 3D CAD packages, and reports / documents using InDesign
- Contribute to achieving high levels of design throughout the project, including the research of products, materials, suppliers, and consultants
- Participate in project design reviews
- Attend and assist with preparation for project team, design team and client meetings
- Ensure project filing and other QMS systems are implemented and maintained
- Assist with the preparation of bids

- Assist with general studio requirements e.g., studio tidying / library upkeep / technical and image libraries / events
- Support marketing and PR initiatives of the practice, where appropriate
- Contribute positively to upkeeping a friendly and supportive working environment, promoting the wellbeing of the team and practice values

Software skills

We would expect the successful candidate to have or develop skills in the following software: Adobe Creative Suite, AutoCAD, Microsoft Office, Revit and Sketch-up.

The intended start date for this position is mid October 2023.

Benefits

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

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

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.

Selection process

Following a 2 week advertisement period candidates will be selected for interview with two members of our senior team.

How to apply

Please send a digital copy of your CV and portfolio to recruitment@feildenfowles.co.uk (max 10MB) along with a covering letter outlining how you meet the criteria listed.

Mark the subject line with 'Part 1 Architect Role'.

Please note in your application where you saw the role advertised.

Hard copy applications will not be accepted.

Deadline

Deadline for applications is 20.09.23.

Interviews will be held in the week commencing 02.10.23

Decision date

The targeted decision date is the week commencing 09.10.23.