

JOB DESCRIPTION

Role title: Communications & Bid Coordinator

Role advertised: April 2026

Place of work: 8 Royal Street, London, SE1 7LL

Contract type: Permanent, with 3 months' probation

Role salary guide: Dependent on experience and industry benchmarked

Hours of work: We welcome applications from those seeking a full or part-time role of 32+ hours

Reporting to: Associate

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 25 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 to deliver against ambitious targets within our Business Development team. They will take responsibility for communications and marketing activities across the practice, including the coordination of outgoing communications, compilation of bidding documents and maintenance of the practice's online platforms. The practice has grown across numerous sectors and scales of project in recent years, and this role will be responsible for communicating the experience and skill of the team externally to press and across bids.

Key Responsibilities - include but are not limited to:

Communications Coordination

- Compiling press packs and coverage of completed projects and practice milestones, and recording articles and features
- Curating and maintaining an approved library of content and sharing materials externally to enhance the visibility of the practice
- Producing engaging visual content to regularly update website and social media platforms and monitoring analytics
- Organising external events, speaking opportunities and team attendance at industry events

- Coordinating and promoting a programme of on-site practice-led events, with operational support from the studio team. (Where occasional out of hours work is required to facilitate events, time will be given back in lieu)
- Preparing awards submissions and coordinating jury visits
- Supporting with photography and videography both internally and externally, liaising with professionals and clients to schedule project visits
- Maintaining relationships with press and industry contacts

Bid Coordination

- Working across the full lifecycle of bids from initial opportunity to submission and post-submission analysis, including curating EOI and PQQ's, and supporting the team on design competitions
- Writing, editing and proof-reading bid content, ensuring clarity, consistency, compliance with client requirements and alignment with the practice's values, identity and tone of voice
- Coordinating inputs from internal teams and external consultants to produce consistently high-quality submissions
- Maintaining a CRM and supporting networking strategies
- Supporting with the analysis of bidding outcomes
- Maintaining a library of bid content, case studies, CVs and graphic material
- Supporting with the preparation of interview and presentation materials
- Contributing to the continuous improvement of bid processes and tools

General Responsibilities

- Upholding the FFA style and brand guidelines across all platforms and materials
- Providing monthly and quarterly reporting for the Management team
- Overseeing and handling day-to-day enquiries from press and tender platforms
- Preparing comms presentations for and to the Management team
- Preparing slides and materials for the Management team ahead of external industry events, networking and lectures

Key Skills and Competencies:

- Confident communication with strong graphic skills and an eye for detail and layout
- Strong written and editorial skills
- Strong organisation and time management skills, comfortable with managing multiple deadlines
- Ability to work collaboratively and with initiative to prioritise critical tasks
- Capacity for critical analysis and creative decision making
- A confident approach to balancing administrative tasks with creative submissions
- Proficiency in Adobe Suite, particularly InDesign / Photoshop, and Microsoft Office

Person Specification:

- We're seeking applications from individuals who have a range of transferrable skills, even if their experience doesn't directly match all the criteria listed above
- The successful candidate will be highly self-motivated with excellent communication and organisational skills
- 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
- The ideal candidate will have two years' experience in a similar role within architecture or design, with a proven track record of maintaining a practice's press portfolio and library of marketing materials
- A degree in a related field, for example: media, communications, graphics or design, would be preferable
- 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 host regular team socials and seasonal team events, alongside an annual programme of CPDs and parties.

HOW TO APPLY

To apply for this role please send the following to recruitment@feildenfowles.co.uk -

- Digital CV (no larger than 5mb, hard copies will not be considered)
- A brief cover letter outlining your suitability for the role and 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 May 2026. Applications will be continuously collected and reviewed while the advertisement remains open.

Selection process:

Following the advertisement period, candidates will be selected for a first-round interview with two Associates. 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.