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Part Two Job Description and Specification – All studios

Introduction

Architype is seeking new staff who share our passion for high quality design, to join our expanding team delivering a growing portfolio of projects across the whole of the UK.

Architype offers exceptional opportunities to be involved in projects at the cutting edge of zero carbon and sustainability.

Architype is the UK's leading Passivhaus Architect and widely recognised for our innovative approach including multiple RIBA National, CIBSE Building Performance and BCO Awards. Our talented co-owners are often recognised by the Architects' Journal including the New Talent List and Sustainability Champions of the Year.

Our approach is inclusive and collaborative.

We are looking for the following role: Part Two Architectural Assistant for our London, Hereford and Edinburgh studios.

About Architype

Architype has an open and collaborative ethos with a common purpose – to deliver fantastic architecture that performs exactly as predicted. We are a practice of almost 50 people, collaborating across three studios in [Edinburgh](#), [Hereford](#), and [London](#).

Architype has a rich history of pioneering low carbon design and a clear focus on how buildings work for people and the planet. We masterplan and design a wide range of buildings across the education, university, housing, community, and cultural sectors. Our consultancy service PERFORM+ enables us to offer insight and cutting-edge technical expertise to clients.

Working culture at Architype is creative and caring. We work in a collaborative and supportive way that encourages fresh ideas and career progression, and we support flexible working for all.

We are 30% owned by the staff through an Employee Benefit Trust and are committed to becoming 100% employee owned in the future – it is why we call ourselves “co-owners”.

Architype is currently evolving a hybrid working policy to enable staff to work flexibly from both home and from our studios. In London, we are based in a vibrant studio south of the river. In Hereford, we occupy a city centre co-working space and In Edinburgh we are occupying an exciting studio space in Leith. All co-owners are fully supported with equipment to enable hybrid working and are integrated into our collaborative team culture both on and offline.



Benefits

- A competitive salary which is aligned to the annual RIBA salary bandings survey/industry standards. This is currently in the following range:
 - London £29,500 - £34,710
 - Hereford £27,540 - £32,130
 - Edinburgh £28,560 - £33,150
- 33 days holiday (inclusive of bank holidays)
- 37.5-hour week – flexible/hybrid working possible
- Pension benefits of 3% employer contribution and access to a company health scheme and cycle to work scheme.

To Apply

Architype is an Equal Opportunities employer. We are committed to promoting a diverse and inclusive community. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and staff engagement forums, to support staff from different backgrounds.

Please can we ask that you complete our anonymous equality and diversity monitoring form by clicking on the link below:

[Architype Equality and Diversity Monitoring Form – Fill in form](#)

Please note:

- We welcome applications from all nationalities; however, we are unable to offer visa sponsorship for this role, so before you apply for this post, please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit <https://www.gov.uk/check-uk-visa>
- If you are an international student, recently graduated we would ask that you have your graduate visa status established before applying.
- Send a 300-word statement, setting out how you meet the criteria in the job specification along with your CV and a brief portfolio (max size 5mB) to vacancies@architype.co.uk
- Note: You must state, **in the subject line of your email**, the office location (London, Hereford) or Edinburgh, and the job role you are interested in (Part 2). Without this information in the subject heading, we will be unable to sift your application correctly and it may be missed.

This post will be offered as a 12-month contract, with the option of extension.

The closing date for applications is 12 noon on 10 December 2025. The interview will either be in the week of 17 December 2025 or the week of 5 January 2026.

Unfortunately, due to the volume of applications we are sorry we cannot respond to all applications, so if you do not hear from us after the interview date above, please assume that you have been unsuccessful.

Note that all applications will be treated in accordance with our GDPR policy. For more information, please click [here](#).



Part Two Job Description and Specification

A validated part 2-degree holder, Part 2 Architectural Assistants will be entrusted with day-to-day contact with clients and design teams and through their projects will assist in the furtherance of the strategic direction of the practice, its design ethos and quality management systems.

Part 2 Architectural Assistants will be expected to set and maintain high standards of design and assist in the establishment of sustainability targets for their projects. In general Part 2 Architectural Assistants will be expected to keep abreast of current legislation and government policies in respect of the built environment and contribute to topical professional debate, seminars internal project reviews and CPD's as appropriate.

Part 2 Architectural Assistants may be expected to work on a number of separate projects and will be expected to assist the Project Architect to ensure that every project attains the highest design standard and is delivered in a profitable way.

Part 2 Architectural Assistants will be expected to be proficient in BIM programmes, ideally Revit. They will also be expected to be proficient in Word, Excel, Filemaker and a basic proficiency in Powerpoint and InDesign.

In addition, Part 2 Architectural Assistants have the following responsibilities:

- assist and support Directors and senior staff in their tasks of winning work and managing the finances of the practice
- contribute in staff training and personal development
- assist with the development of client contacts, identification of work opportunities and preparation of submission documents
- implement the Quality [ISO 9001] and Environmental [ISO 14001] management system in respect of project work under their control and general aspects for which they may be responsible including specifically:
 - filling out improvement logs
 - assisting in and maintaining the project design quality statement
 - provide information on their projects to assist in the programming and resource allocation/management
 - attend and contribute to regular design reviews
 - assist as required with the preparation and distribution of marketing material

Job Specification

Essential

- A validated Part 2-degree holder
- be proficient in 3D CAD programmes (Essential) with Revit skill (desirable)
- be proficient in Word, Excel, Filemaker
- have basic proficiency in Powerpoint and InDesign.
- A commitment to genuine sustainability
- Enjoy working in a team environment
- Commitment to alignment with Architype's core values as a creative, ecological, progressive community.



Desirable

- Advanced Revit skill
- Sketchup skill
- Parametric modelling
- Rendering programmes e.g., Rhino
- Photoshop