

August 2026

JOB
DESCRIPTION
PART II
ARCHITECTURAL
ASSISTANT

DATE

August 2026

LOCATION

Old Street, N1
(in office role)

SALARY GUIDE

Competitive, dependent on
experience (plus company
benefits)

REPORTS TO

Architect / Senior Architect

HOURS

40 per week (core hours 10 -
4pm, option to work from home
on Friday)

PART II ARCHITECTURAL ASSISTANT

Part II Architectural Assistant

Are you an experienced Part II Architectural Assistant who enjoys working as part of a creative, collaborative and design-led studio environment?

GPAD is a collective of in-house design experts working across sectors and scales. We work with craft and energy to create places that deliver for clients and society.

We are seeking a talented and motivated Part II Architectural Assistant to join our growing team of architects and interior designers. The role offers the opportunity to contribute across a range of projects and stages, supporting the development of design ideas, presentations, drawing packages and coordinated technical information.

We are looking for someone who is enthusiastic, design-focused and proactive, with strong communication skills, attention to detail and an interest in thoughtful, well-resolved architecture and interiors.

We are an equal opportunities employer and welcome applications from all backgrounds, particularly encouraging applications from Black, Asian and Ethnically Diverse people, disabled, deaf and/or neurodivergent people, and others underrepresented within the architecture profession.

Please apply even if you don't meet all of our listed requirements, we will be reviewing the application process holistically.

JOB SPECIFICATION

Come and join our friendly, multi-disciplinary studio in central London, working on exciting projects across a range of scales and stages.

We are seeking a talented, experienced and motivated Part II Architectural Assistant with strong design ability, excellent communication skills and a collaborative approach to working. The successful candidate should demonstrate strong visual and technical communication skills across both digital and hand drawing, alongside experience contributing to early-stage design-led projects (RIBA Stages 0-3). An interest in construction and later project stages would also be advantageous.

We are looking for someone who is proactive, enthusiastic and detail-oriented, and who enjoys working within a creative, fast-paced studio environment.

Job Title	Part II Architectural Assistant
Reports to	Architect / Senior Architect
Salary	Competitive, dependent on experience (plus company benefits)
Hours	40 per week (core hours 10 - 4pm, option to work from home on Friday)
Location	Old Street, N1 (in office role)
Duration	Permanent, on-going

Closing Date 4th September 2026

Shortlisted candidates will be invited to an initial interview after the application closing date. Depending on the outcome, a second-stage interview may be required to further assess suitability for the role.

PRACTICE RESPONSIBILITIES

- Seek to understand how GPAD operates and become familiar with the practice's ethics, principles and ways of working.
- Communicate effectively with team members, clients, consultants, contractors, suppliers and collaborators.
- Research and apply new materials, methods and construction techniques where appropriate.
- Assess priorities effectively to balance quality, programme and workload across multiple tasks and projects.
- Work collaboratively within a project team and support the Project Lead with project delivery where required.
- Maintain a proactive, organised and collaborative approach within a dynamic studio environment.

PART II
ARCHITECTURAL
ASSISTANT

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PROJECT RESPONSIBILITIES

- Prepare, develop and edit, under the guidance of the Project Lead or nominated Architect, drawings, models, images and other project information, including schedules, issue sheets and presentation material.
- Contribute to the creative design, technical development and delivery of projects across all work stages, from concept design through to completion.
- Develop and communicate design options for discussion within the wider design team where required.
- Seek to understand all aspects of the design project in detail, including project brief, programme, budget and coordination requirements.
- Undertake regular plan and quality checks to maintain high standards of project delivery.
- Ensure all architectural guidelines, standards and statutory requirements are met, demonstrating a good knowledge of Building Regulations, British Standards, construction materials/methods and engineering processes.

SKILLS & EXPERIENCE: (ESSENTIAL)

- Strong design ability with excellent visual and technical communication skills across both digital and hand drawing.
- Experience delivering residential and/or workplace projects from early concept stages through to completion, including design-led projects (RIBA Stages 0–3) and later technical and construction stages (RIBA Stages 4–6).
- Evidence of strong construction knowledge and understanding of technical coordination.
- Proficiency in Vectorworks, SketchUp, Adobe Creative Suite and related digital design tools.
- Ability to understand and respond to project briefs, programmes and budgets.
- Strong organisational skills with the ability to prioritise workload, work under pressure, manage and meet deadlines.
- Ability to take initiative, problem-solve creatively and respond positively to direction and constructive feedback.
- Good understanding of design decisions taken by others and the ability to work collaboratively within a wider team.
- Strong written and verbal communication skills, with confidence communicating with clients, consultants, contractors and collaborators.
- Well organised, enthusiastic and proactive, with a willingness to learn and contribute within a dynamic and energetic studio environment.
- Comfortable balancing priorities and working across more than one project at a time.

SKILLS & EXPERIENCE: (DESIRED)

- Interest in low-carbon design, sustainability and reuse.
- Site experience (RIBA Stage 5).

PART II ARCHITECTURAL ASSISTANT

DEADLINE

Deadline for applications is
4th September 2026.

PART II ARCHITECTURAL ASSISTANT

PRACTICE BENEFITS

At GPAD, we are committed to supporting a positive and flexible working culture that encourages professional development, mentorship, collaboration and work-life balance. We offer flexible working arrangements, including core office hours and Friday working from home, alongside paid study leave for Part 3, weekly CPDs, regular knowledge-sharing sessions and ongoing mentorship from senior team members across the studio.

Additional benefits include TOIL, ARB membership coverage, Cycle to Work scheme, paid eye tests, statutory pension contributions, and Christmas shutdown leave covered by the practice. We also organise regular social and team events, including an annual summer office trip, and provide up to 10 flexible working-from-home days per year that can be used worldwide, subject to working hours alignment.

Additional annual leave is awarded in recognition of length of service, supporting long-term commitment and rewarding continued contribution to the practice.

EQUALITY, DIVERSITY AND INCLUSION

GPAD is committed to fostering an inclusive, supportive and accessible workplace that reflects the diversity of the communities we design for. We are an equal opportunities employer and welcome applications from all backgrounds, particularly encouraging applications from Black, Asian and Ethnically Diverse people, disabled, deaf and/or neurodivergent people, and others underrepresented within the architecture profession.

If there are any adjustments that would support you during the recruitment process, please let us know when applying. Information relating to equality, diversity and inclusion will be treated confidentially and used for monitoring purposes only.

Should you have any questions about this role or the form, please get in contact by emailing : recruitment@gpadlondonltd.com.

Candidates must be eligible to work in the UK and would ideally be available for an immediate start.

HOW TO APPLY

Please send a digital copy of your CV, portfolio & cover letter to:
recruitment@gpadlondonltd.com (max. 10MB).

Please include your name and job title in the subject line, and complete the EDI form following the link below (optional).

EDI form: [Click here](#)