

June 2026

JOB
DESCRIPTION
PRACTICE
MANAGER

DATE

June 2026

LOCATION

Old Street, N1

(office-based role with hybrid working policy)

SALARY GUIDE

£45,000 - £55,000 per annum, dependent on experience, plus company benefits

REPORTS TO

Management Team

HOURS

40 hours per week (flexibility available for the successful candidate)

**JOB
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PRACTICE
MANAGER**

Practice Manger

Are you an experienced Practice Manager who thrives in a fast-paced, collaborative and design-focused environment?

GPAD is a dynamic London-based architecture practice creating buildings with a strong sense of place and purpose. We are a collaborative, design-led team working across workplace, hospitality, residential and mixed-use projects.

We are seeking an organised and proactive Practice Manager to play a key role in the day-to-day running of our growing practice. Working closely with the Directors, you will oversee studio operations, finance administration, people processes, systems and business support, helping to ensure the practice runs efficiently and continues to thrive.

The ideal candidate will be an excellent communicator with strong organisational skills, attention to detail and a practical, solutions-focused approach. You will be confident managing multiple priorities, building positive relationships across the team and supporting continuous improvement within a fast-paced creative environment.

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.

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

JOB SPECIFICATION

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

We are seeking an experienced and highly organised Practice Manager to support the smooth running of our growing architectural practice. This is a key role within the business, responsible for overseeing studio operations, people processes, financial administration, systems, compliance and practice support.

The successful candidate will be proactive, personable and detail-oriented, with excellent communication and organisational skills. You will be confident managing competing priorities, improving operational processes and supporting a creative team within a fast-paced environment.

As a key operational lead, you will work closely with the Directors and wider team to ensure the practice operates efficiently, effectively and in line with GPAD's values.

Job Title	Practice Manager
Reports to	Management Team
Salary	£45,000 - £55,000 per annum, dependent on experience (plus company benefits)
Hours	40 hours per week, (flexibility available for the successful candidate)
Location	Old Street, N1 (office-based role with hybrid working policy)
Duration	Permanent
Closing Date	3rd July 2026

Shortlisted candidates will be invited to an initial interview. Depending on the outcome, a second-stage interview may be required.

KEY RESPONSIBILITIES & TASKS

Studio & Operations :

- Oversee the smooth day-to-day running of the studio, ensuring an organised, efficient and welcoming working environment.
- Act as the first point of contact for visitors, calls, emails and general enquiries.
- Manage office facilities, supplies, equipment, memberships, subscriptions and service providers.
- Coordinate meetings, team events and studio activities.
- Maintain effective administrative systems, records and documentation.
- Identify opportunities to improve operational processes and efficiencies across the practice.

Finance & Business Administration :

JOB DESCRIPTION PRACTICE MANAGER

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- Manage invoicing, supplier payments, expense claims, payment runs and chasing debtors.
- Monitor project expenditure and staff costs.
- Preparing financial reports and budgets, analysis and planning to support the financial health of the practice.
- Liaise with external accountants and financial consultants.
- Maintaining accurate book-keeping records, processing VAT returns.
- Supporting external accountants with information for management and annual accounts.

People & HR Support :

- Coordinate recruitment, onboarding and off-boarding processes.
- Maintain employee, holiday and absence records.
- Support staff wellbeing initiatives and studio culture activities.
- Assist with performance review administration and staff development processes.
- Liaise with external HR advisors and support employment policy compliance.

IT, Systems & Resource Management:

- Act as the primary liaison with external IT support providers.
- Coordinate maintenance of hardware, software and internal systems.
- Support digital workflows and studio systems.
- Fielding and fixing basic IT issues and queries

Compliance & Practice Management:

- Coordinate insurance renewals, professional memberships and practice accreditations.
- Maintain quality assurance processes and internal reporting systems.
- Ensure confidentiality, information security and data protection requirements are met.
- Support compliance with statutory, professional and operational requirements.

New Business:

- Assist with marketing materials, award submissions, website updates and social media content.
- Support CRM management, business development activities and new business enquiries.

Quality assurance and project support:

- Understanding environmental and social aspects of our work.
- Maintaining up to date information on all office systems (ISO 9001), policies and procedures and ensuring administrative and organisational compliance
- Monitoring, reviewing and assisting in the completion of QMS and B-Corp requirements.

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ABOUT YOU

You will be :

- Experienced in a Practice Manager, Operations Manager, Studio Manager or similar role.
- Comfortable working within an architecture practice, design consultancy or other professional services environment.
- Highly organised, proactive and solutions-focused.
- Confident managing multiple priorities and workstreams.
- An excellent communicator with strong interpersonal skills.
- Professional, approachable and trusted to handle confidential information.
- Passionate about supporting teams and contributing to a positive studio culture.

SKILLS & EXPERIENCE

Essential :

- Previous experience in a Practice Manager, Operations Manager, Studio Manager or Office Manager role.
- Strong organisational, administrative and financial management skills.
- Experience supporting HR administration and employee processes.
- Excellent written and verbal communication skills.
- High attention to detail and ability to manage multiple priorities.
- Proficiency in Microsoft Office and general business systems.

Desired :

- Experience within an architecture practice, design consultancy or creative business.
- Experience using CMAP or similar project/practice management software.
- Familiarity with Adobe InDesign and CRM systems.
- Experience supporting business development, marketing and bid submissions.
- Understanding of architectural practice operations and RIBA work stages.

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DEADLINE

Deadline for applications is
3rd July 2026.

**JOB
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MANAGER****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 to start in July 2026.

HOW TO APPLY

Please send a digital copy of your CV & 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](#)