



# Part 1

# Architectural

# Assistant

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Job Description & Person Specification

**Buttress**

May 2025





# Architecture for an equitable tomorrow.



# Cultural Manifesto

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## **We are people, designing spaces for people.**

We are highly trusting of the people we work with, supporting them to bring their full creative potential to bear on our work as part of a team. We respect their skill and craft and value their unique perspective; always measuring success by how spaces feel to those who use them.

## **We deliver timeless buildings.**

For both new-build and heritage projects, we use our deep knowledge, thoughtfulness and attention to context, to produce work that endures. This includes honouring the natural world, our home under threat. A perspective maintained across the whole development process end-to-end irrespective of fashion.

## **We design with meaning and integrity.**

Conceiving spaces and places of meaning and endurance is our real expertise. It takes deep knowledge of people and places they have loved for hundreds of years. To look down the road ahead, and at the challenges of the day, you need to combine creativity and skill, problem-solving and curiosity.

## **We are super collaborators.**

Our clients have diverse perspectives and requirements. We seek to understand all of them in our process to shape the best spaces, to meet people's needs, and build a sense of community. We excel in cooperative teamwork; embracing the wide variety of skills and personalities available to us.

## **We are driven by the creative potential of the future.**

We are a company with heart, driven by hope, supporting one another to grow through challenge. Believing that together we will shape a better world. Where all can live well with dignity, where we inspire good in one another.



# Part 1 Architectural Assistant

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## Reports to:

Associate

## Salary Range:

£24,570 per annum

## General Role:

You will support project teams across all RIBA work stages, contributing to the design and delivery of projects.

Proactively collaborating with other members of the Buttress team and with external design disciplines, you will work within well-defined functional objectives and apply knowledge of improvements in technology, legislation or improved efficiencies to support effective delivery.

In addition to the general duties and tasks, you are expected to promote and exemplify Buttress' values and purpose.

## Key Responsibilities:

You will assist the design team leader to prepare, manage and coordinate all activities as required to meet RIBA workstages 1 to 7 as identified in the project brief, in a professional manner ensuring office standards are met and agreed programmes are achieved. You will assist other members of the project team with the delivery of projects.

- Supporting the design and specification of building projects in accordance with current guidelines, standards and regulations
- Supporting the management of projects through planning applications, building regulations and listed consent as applicable
- Support the project lead in co-ordinating and leading the activities of multidisciplinary design teams and colleagues, helping to ensure that they are delivered within time and budget to the quality expectations of Buttress and our clients.
- Proactively engage with clients to provide a high standard of service within commercial constraints.
- Contribute to discussions related specifically to Architectural and related issues.



## Qualifications & Experience:

- Professionally qualified with relevant degree (or equivalent).
- Experience of employment desirable but not essential.
- Strong demonstrable communication and interpersonal skills.
- Strong demonstrable graphics skills.
- Demonstrable knowledge of the application, principles, theory and practice of Architectural design.
- Ability to work effectively as part of a team and / or as an individual.
- Proficient in AutoCAD, Revit, Sketch-up, Photoshop, InDesign and Microsoft Office.

## Studio Standards and Policies:

Adherence to our values and commitment to continuous improvement are essential for making a meaningful difference in everything we do. You will support us in maintaining BCorp status and prioritise environmental and social impacts to ensure our practices contribute positively to our community and the planet.

You will also assist in the operation of the Integrated Management System, encourage others to do so and contribute to its ongoing evolution.

## Other Duties

From time to time the company may make reasonable requests for you to undertake duties not necessarily covered in the above.