



Part 2

Architectural Assistant

Job Description & Person Specification

Buttress

May 2025





Architecture for an equitable tomorrow.



Cultural Manifesto

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 2 Architectural Assistant

Reports to:

Associate

Salary Range:

£30,000 - £33,000 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 act as or assist the design team leader to prepare, manage and coordinate all activities as required to meet RIBA work stages 1 to 7 as identified in the project brief, in a professional manner ensuring office standards are met and agreed programmes are achieved.

- 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.
- Lead multidisciplinary design teams as the project architect on small size projects in support of a senior colleague.
- Support the project management and delivery of complex and high risk projects, ensuring they are delivered within time and budget to the quality expectations of Buttress and our clients.
- Support the management of external consultants in the delivery of projects, as part of the design team, ensuring performance standards are met and quality is maintained.

- Proactively engage with clients to provide a high standard of service within commercial constraints.
- Lead discussions related specifically to architectural and related issues.
- To assist in forward fee forecasting, invoicing and project profitability monitoring.
- Demonstrate commitment to Buttriss and our clients, which may from time to time require you to work beyond normal working hours.

Qualifications & Experience:

- Minimum of 12 months' post-Part 2 professional experience.
- Working towards ARB registration.
- Experience working across sectors relevant to Buttriss and with a range of clients and service users.
- Demonstrable knowledge of architectural design principles, from concept through to delivery.
- Knowledge of the RIBA work stages and the ability to support design development across all stages.
- Understanding of design standards, technical compliance, and the ability to apply emerging technical judgement in practice.
- Awareness of other building and engineering disciplines and their coordination within architectural projects.
- Awareness of commercial and programme aspects of architectural project delivery.
- Working knowledge of UK construction legislation and regulations.
- Proficient in CAD, BIM and other relevant design software, including Revit, SketchUp, Adobe Creative Suite (Photoshop, InDesign), and Microsoft Office.
- Familiarity with CMAP and other project management tools.

Skills & Abilities

- Excellent communication and interpersonal skills.
- A collaborative and positive attitude.
- Ability to manage workload effectively, prioritise tasks and meet deadlines.
- Strong understanding of sustainable design principles and their application in practice.
- Ability to contribute to the coordination and guidance of multi-disciplinary design teams, under senior direction.
- Demonstrable problem-solving ability and a proactive approach to learning from experience.
- Ability to communicate ideas clearly and professionally through written, verbal, and visual formats.
- Good self-awareness and the ability to develop strong, positive working relationships with colleagues, clients, and stakeholders.
- Ability to align personal contributions with strategic objectives of the practice.
- Understanding of equality, diversity and inclusion, and alignment with Buttriss' EDI objectives.

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.