

JOB DESCRIPTION

JOB TITLE

Architectural Assistant, Part I

WORKING HOURS

Full time (40 hours per week). Core office hours are 9am to 6pm and we operate a flexi-hour policy either side of this.

SALARY

£23,000 to £26,000 p.a – Dependent on experience.

ABOUT SWA

Sarah Wigglesworth Architects is a small, well established and highly reputable practice, located in North London. We are based in an award winning, ecological office, designed by Sarah Wigglesworth, our founding Director, and as an environmentally focused practice, sustainability is at the heart of what we do. Our office represents many of the company's core values, demonstrating an ethic of research, sustainability, low impact and respect for resources.

We make people-centred places that are joyful, inventive and are committed towards fostering a sustainable future. We work across a range of sectors, but predominately across the Housing, Community and Civic and Education sectors. Known for our varied and exciting work, alongside our thoughtful approach to problem-solving, we work with clients that share our passion and vision for beautiful and sustainable design.

ROLE SPECIFICATION

SWA is looking for a Part I Architectural Assistant, to join its small and friendly team. You are expected to work well as part of a team and will assist in the design and production of various projects within the office. We are looking for someone with good communication skills, a strong visual awareness and who is eager to learn.

MAIN DUTIES (not exhaustive)

- Drawing and sketching design solutions by hand.
- Developing schemes using 2D and 3D computer CAD packages (Vectorworks and SketchUp)
- Producing 3D images using CAD and rendering packages.
- Creating 3D physical models.
- Producing/maintaining reports and other documents.
- Participate in design debate, presentations and project reviews.
- Research materials and specifications, ensuring that where possible they adhere to SWA's ethos and environmental policy.
- Ensure SWA's library/database is updated with relevant information.

OTHER DUTIES

- Assist in general office admin duties.
- Contribute to practice publicity material including research, web updates, journal articles and award submissions.
- Attend CPD activities and contribute to research discourse.

PERSON SPECIFICATION

- Achieved a degree in architecture (RIBA Part 1).
- Experience of working within an architectural office (desirable but not essential).
- Knowledge of Vectorworks (desirable but not essential), SketchUp, Microsoft Office and Adobe Creative Suite.
- Creative and with a keen eye for design.
- Strong attention to detail and visual awareness.
- Picks up new skills quickly and has a thirst for learning.
- A good team player, that enjoys working with others.
- Good verbal and written English.
- The ability and confidence to work under minimum supervision.
- An interest and knowledge in sustainable design (desirable but not essential).

WHAT WE OFFER

We have an inclusive and collaborative culture here at SWA and offer a number of benefits to our great working environment.

- A unique office environment located in an award-winning eco-building.
- Team Outings and Away days.
- Research Grant to pursue a creative activity or interest and share with the team.
- Training and development opportunities.
- Involvement in SWA exhibitions and events programme.
- Membership of the RIBA Pension scheme.
- Health & Wellbeing initiatives – Cycle to Work Scheme, Weekly Organic Fruit Delivery, Outdoor Eating Space.

At SWA we are committed to our team reflecting the diverse communities we design for. All qualified applicants will receive consideration for employment without regard to race or ethnicity, religion or spiritual and philosophical belief, gender identity or expression, sexual orientation, disability (including neurodiversity), pregnancy and maternity or age. We welcome applications from everyone.

We particularly encourage applications from people of colour, LGBTQIAAP and gender non-conforming people; those living with disabilities and men, who are currently under-represented at SWA.

JOB APPLICATION

JOB TITLE

Part I Architectural Assistant

HOW TO APPLY

To apply for this role, please email our jobs@swarch.co.uk and address your application to Cat Mullan.

Within your application please include the following:

- A covering letter outlining your interest in the position and working with SWA, as well as how you meet the job role criteria.
- An introduction into what you feel you could contribute to the role and our practice.
- A brief summary of your relevant experience and an accompanying CV (no more than 2 pages).
- A digital portfolio (pdf format and no larger than 8mb in size) of relevant projects, design work and experience.

APPLICATION TIMEFRAME

Applications deadline Friday 13th August 2021. However, we welcome early applications.

We may invite suitable candidates to interview before the application deadline.

ADDITIONAL INFORMATION

We apologise, that due to the high volume of applications, we will be unable to respond to unsuccessful candidates.

No recruitment agencies. We ask that you do not contact us by phone at this time and if you have any queries please address to Cat Mullan at mail@swarch.co.uk

We kindly ask you to complete an equal opportunities monitoring form alongside your application. SWA uses this information to review compliance with its policies on equal opportunities in relation to recruitment.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, ethnicity, nationality, religion or belief and marriage and civil partnerships.

Further information about our practice can be found at www.swarch.co.uk

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E mail@swarch.co.uk
www.swarch.co.uk

Equal Opportunities Monitoring Form

Sarah Wigglesworth Architects are committed to being an equal opportunity employer and promote a diverse and inclusive community.

We ask you to help us monitor and achieve this by completing this form along with your CV and/or application. The information you provide is used for no other purpose and will be treated as confidential. This form will be separated from your application upon receipt and will not be seen by anyone involved in the recruitment process.

Job role you are applying for:

How did you hear about SWA/this post?

1. What is your nationality?

2. Which gender do you identify with?

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Man | <input type="checkbox"/> Transgender |
| <input type="checkbox"/> Woman | <input type="checkbox"/> Non-binary |
| <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Intersex |
| <input type="checkbox"/> Another preferred description..... | |

**3. Do you consider your identity to be different
from your registered sex at birth?**

- | |
|--|
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No |
| <input type="checkbox"/> Prefer not to say |

4. Which age category are you in?

- | | |
|--------------------------------|--|
| <input type="checkbox"/> 16-24 | <input type="checkbox"/> 55-64 |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 65+ |
| <input type="checkbox"/> 35-44 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 45-54 | |

5. Do you consider yourself to have a disability according to the definition in the Equality Act 2010? This includes dyslexia and other neurodiversities.

- | |
|--|
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No |
| <input type="checkbox"/> Prefer not to say |

The Equality Act defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities. If you have a condition which fits the definition, please tick 'Yes' even if you are not limited by your condition.

6. What is your Ethnic Group? Please choose one option that best describes your ethnic background

Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Another Asian background	Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Another Black/Caribbean/African background
Mixed/Multiple ethnic group <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Another Mixed/Multiple ethnic background	White <input type="checkbox"/> English/Welsh/Scottish/Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Another White background
Other ethnic group <input type="checkbox"/> Arab <input type="checkbox"/> Another ethnic background	<input type="checkbox"/> Prefer not to say

7. What is your religion or belief? (continued overleaf)

- | |
|--|
| <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Christian (all denominations) |
| <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Sikh |
| <input type="checkbox"/> No religion or belief / Atheist |

<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Not sure
<input type="checkbox"/> Another religion or belief

8. What is your sexual orientation?

<input type="checkbox"/> Lesbian	<input type="checkbox"/> Questioning
<input type="checkbox"/> Gay	<input type="checkbox"/> Asexual
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual/straight
<input type="checkbox"/> Queer	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Another preferred description.....	

9. What is your relationship status?

<input type="checkbox"/> Married
<input type="checkbox"/> Civil Partnership
<input type="checkbox"/> Single
<input type="checkbox"/> Prefer not to say

10. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other person for whom you are the main carer.)

<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Prefer not to say

11. What type of school did you mainly attend between the ages between the ages 11 and 16?

<input type="checkbox"/> UK state run or funded school (selective on academic, faith or other grounds)
<input type="checkbox"/> UK state run or funded school (non-selective)
<input type="checkbox"/> UK independent/fee-paying school (bursary)
<input type="checkbox"/> UK independent/ fee-paying school (no bursary)
<input type="checkbox"/> Attended school outside of the UK
<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Don't know
<input type="checkbox"/> Another

11. What is the highest level of qualifications achieved by either of your parent(s) or guardian(s) by the time you were 18?

- At least one has a degree level qualification
- Qualifications below degree level
- No formal qualifications
- Don't know
- Not applicable
- Prefer not to say
- Another

Sarah Wigglesworth Architects

Data Protection Statement

Thank you for completing this short form. SWA uses this information to review compliance with its policies on equal opportunity in relation to recruitment, promotion and throughout the entire employee journey. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice on our website or contact us at mail@swarch.co.uk

In order for us to process this information and to comply with data protection legislation, we require your consent. By completing this form this signifies your consent to our processing of this information.

The information you provide is used for no other purpose and will be treated as confidential.