

Project Architect (Full Time)

Hours: 40 hours per week

Workspace: Hybrid – Mixture of in-person at RAFT office in Waterloo, work from home, and site visits across London

Available From: May

Salary Range: £44k to £48k

Contract: Permanent

Are you an architect passionate about creating healthy, climate-resilient places, through community engagement and holistic retrofit approaches?

We are seeking a Project Architect with 5 years + experience to join our passionate team and contribute to exciting and innovative retrofit projects across the UK. An ideal candidate will have relevant experience in retrofit and community engagement, and be confident in a project management role, where they will be learning new skills and developing new approaches to retrofit in collaboration with the wider team at RAFT.

How to Apply

Please send the following to jobs@retrofitaction.org.uk demonstrating how you meet the job description, and why you would be excited to join RAFT:

- A completed application form
- A CV outlining your educational + work history as well as any other relevant experience
- A portfolio of your work, that shows your skills and interests in design

Deadline for Applications: 28th March 2024 at 11:59pm

Interviews Held: 16th April 2024 via Teams

If there is anyway we can make the application process more accessible for you, or you have any questions, please let us know via jobs@retrofitaction.org.uk.

We would encourage you to apply if you feel you would be an excellent candidate and meet the experience and job role requirements, in alternative ways to how we have set out in the job description.

Job Responsibilities

- To act as project architect leading on the delivery of a range of RAFT projects including early stage zero carbon and retrofit feasibility studies, heat decarbonisation plans, RIBA design stages 1-7 for retrofit design projects.
- To act project architect leading on the delivery of heat decarbonisation plans (funded by the LCSF) for 3 or 4 schools in London and 1 school in Leeds
- To work with other project architects and assistants in the team.
- To develop and implement Project Architect Protocols in consultation with project architects and assistants within teams.
- To act as project architect (leading or assisting) on other retrofit projects in the office developing design packages, contract administration and liaising with clients as required by project demands.
- To manage architectural assistants/technologists/retrofit coordinators on projects.
- To attend meetings and visit project/construction sites in person when needed.
- To carry out low carbon and Passivhaus retrofit design, thermal modelling (designPH and PHPP) and construction quality inspections.
- To assist in the day to day running of projects, including occasional support on other projects and administrative/marketing tasks within RAFT.
- To assist in developing the process of scaling up of RAFT's activities including developing connections with local authorities and schools and in preparing and submitting bids/tenders.
- To support the delivery of RAFT engagement work through workshops in schools, premises manager training and the production of resources.
- To support the development of RAFT systems, templates, and protocols.

Benefits

- Support and on the job training from highly experienced services engineer
- Annual bike service and membership of the London Cycling Campaign
- Tri-annual RAFT away days with full team
- AECB carbon lite retrofit course or Passivhaus CEPH course (after 2 years, service)

Person Specification

Person Specification	Essential	Desirable	Method of testing
Knowledge and Education	Y		A
BA/BSc Hons Architecture	Y		A
Masters in Architecture	Y		A
Certified Passivhaus Designer		Y	A
Experience			
5 years + experience as a Project Architect	Y		A/I
Organisational Skills			
Event Planning		Y	I
Strict Adherence to Deadlines	Y		I
Communication Skills			
Confident Speaker	Y		I
High quality written reporting with attention to detail	Y		I
Skills			
Research and Development	Y		I
Community knowledge and engagement		Y	I
Teamwork and Interpersonal Skills			
Ability to work well in a team environment and collaborate with colleagues	Y		I
Approachable and able to build positive relationships with coworkers	Y		I
Flexibility and adaptability to handle changing priorities and tasks	Y		I
Maintain a high level of professionalism and confidentiality	Y		I



Sustainable Workspaces
County Hall
Belvedere Rd
SE1 7PB

info@retrofitaction.org.uk

Additional Information

Everyone that applies will receive a response from us and we will let you know if we would like to interview you. We look forward to receiving your applications.

We are an equal opportunities employer and actively welcome applications from individuals from groups who have been and continue to be underrepresented and marginalised in the built environment sector.