



# Introduction

**Periscope is a spatial design agency focused on regenerative design and public architecture. We design and deliver resilient projects that work for people and planet, grounding our interventions within their greater ecological, topographic and social fabric. In valuing meticulous research, technical rigour and plural voices we seek to meet the challenges of our own and future generations.**

**Our practice mission is to bring humans and non-humans into balance. We do this using an array of tools in many spaces including the third sector.**

**We are a B-Corp, we're ethically and environmentally focussed - the health and well-being of the planet, the communities we work with and our team are critical to our practice.**

**We are pleased to hear from candidates who have taken a non-traditional route into practice, this includes other undergraduate degrees, apprenticeships and related professions. The right candidate will be enthusiastic, passionate and aligned with our practice values.**

## **Job Title**

Part II Junior Architectural Assistant

## **Date**

October 2024

## **Location**

London

## **Salary Guide**

£34,000 - £39,000 per annum (plus benefits, including profit share)

## **Hours**

37.5 per week (but open to flexibility for the right candidate), note Periscope is currently running a 4-day per week working pattern.

## **Benefits**

In addition to a competitive salary, we offer our team a wide range of benefits including hybrid working options, flexible working hours policy, fair working policy (including time in lieu), pension and enhanced parental leave provision, profit share, paid professional memberships, training opportunities (with financial support), cycle-to-work scheme, mind and body fund. Our internal activities programme includes CPDs, talks, social events and field trips, as well as workplace support.

## **Equal Opportunities**

Candidates must be eligible to work in the UK, based in our London office (plus flexible/ remote working options), and would ideally be available to start in November 2024.

Periscope is a London Living Wage and Equal Opportunities Employer. We are working to ensure our practice reflects the diversity of communities we work within; we encourage applications from individuals from groups historically under-represented in the sector. We request that photographs are not included on CVs/ applications.

## **How to apply**

Please send a digital copy of your portfolio and CV to [jobs@periscope.uk](mailto:jobs@periscope.uk) (max 10MB, 10 pages) along with a covering letter outlining how you meet the criteria. Mark the subject line with 'Part II Architectural Assistant October 2024'.

Pay will be commensurate with experience and we request that you set out your pay expectations in the covering letter.

The deadline for applications is 01.11.2024.

# Practice Values

## We are entrepreneurial, experimental and rigorous

- 1 We have a can-do attitude - individually and collectively we decide what is the right approach then action it; we listen to others but we don't wait to be told either internally or by clients and partners.
- 2 We experiment, through projects and research, we do so with acumen and passion, trying and failing is part of our process, we own all the outcomes and learn from them all equally.
- 3 We embrace detail, we need it and we work until we understand the challenge or resolve an issue - we don't make up the answer and then simplify the question - we should always be able to answer the third question on any topic.
- 4 There is no 'small practice chaos' at periscope, we have systems and processes that support the scale of work we undertake. We don't reinvent the wheel of process in every project, we are precise and clear in all our work.

## We are plural not individual

- 1 Everything we do is a team effort, including with clients, communities and other partners, we are aware of the needs of others and always help out when needed, no matter the task or activity.
- 2 We make space for individual creativity but this must be in service of the collective effort. Every contribution is valued equally and we each take ownership of the work that we do.
- 3 In terms of day-to-day design and project management we're not hierarchical but when it comes to practice direction we understand that management decisions have to be taken, we expect appropriate transparency over these and respect those that have to take them.

## We share all our work and our work speaks for itself

- 1 We don't have projects we're shy or embarrassed about (we're proud of everything we're doing)
- 2 We don't fake it, we are known for doing not selling. Our reputation comes from outcomes; from helping communities/places and the planet.
- 3 We ask hard questions regularly and we constantly re-assess the relationship between contribution, compromise and complicity.\*

## We are optimistic, confident and we work with joy

- 1 We are an optimistic practice of complimentary people, we focus on positive outcomes for others including non-humans as well as for ourselves.
- 2 Beauty and distinctiveness are part of our work and the joy of building.
- 3 We care about what we do, this sometimes means we give our own time because we understand there is a requirement for this when we work at the edges of places or communities; we treat this as a privilege.
- 4 We are open to challenge and new ways of working, we're not bound by professional norms and we find that humility and positionality are paths to connection.

\*MUF architecture/art, 2012

1 Salary Brook Country Park Pavilion, 2024



1

# Job Description

## General Responsibilities

We believe that cross disciplinary working makes for better projects; blending talents and letting people's experience and passion define what they bring to a project not what they do on a project or in the office. With this in mind here follows some activities that all staff must do (as a minimum):

- Contribute to and at times lead the design of projects large and small
- Develop and/or comply with programmes and fee budgets for projects
- Be client facing in meetings, by email and on the telephone
- Be responsible for employing Periscope's Company and Q&A policies on projects
- Mentor more junior staff
- Report issues to the Directors in a timely manner, propose solutions where possible and enact solutions once agreed with a director
- Willingly work on any project in the office and work in a support role if that is what is asked of you
- Uphold and develop the highest possible design quality in the practice

## Qualifications

- BSc / BA degree in Architectural Design\* or Landscape Architecture\*\* with RIBA Part 1 / Landscape Institute accreditation or
- Master's degree in Architecture or Landscape Architecture or equivalent degree / experience from country outside of the United Kingdom with RIBA Part 2 accreditation / Landscape Institute accreditation
- At least 1 year post Part 1 experience working in an architectural setting in the UK

## Skills / abilities

- AutoCAD, ability to accurately draw plans, sections & elevations to a high technical & presentation quality
- Ability to produce hand drawings & sketches in 2D and 3D to a high level of presentation
- Good standard of physical model making
- Good standard of 3D CAD in any software (Rhino preferable)
- Good standard of Adobe suite products
- Personable, polite and approachable

## Knowledge / understanding

- Good knowledge of UK building regulations, with a greater understanding of the key principles of Part B\*, Part K\* and Part M.
- Good knowledge of London plan policies

- Good knowledge of the roles and responsibilities of architects in practice, such as legal duties and duties to clients
- Knowledge of Construction Design Management regulations 2015
- Basic understanding of the RIBA plan of work
- Basic knowledge of the UK planning laws and processes
- Basic knowledge of UK conservation policies: conservation areas, listing & Historic England
- Basic knowledge of technical issues relating to buildings such as weathering, weather proofing\*, structural\*, electrical, mechanical and sustainability principles etc
- Basic knowledge of UK contracts such as professional services contracts and building contracts

## Responsibilities / activities

- Play a central role and be self directed as part of the Periscope project team
- Support, manage and mentor junior members of staff
- Clearly present and communicate (graphically, verbally and written) ideas to others within the Periscope team, wider design team and occasionally to clients
- Able to organise and prioritise their own work to meet deadlines requested by others
- Able to use the Periscope systems once trained (file naming, filing, CAD usage, plot sheets etc)
- Able to produce architectural ideas and concepts for projects under their own direction
- Able to form, communicate and present clear design / project narratives to others
- Able to clearly and concisely write correspondence to others
- Undertake desktop, literature and data research, and develop project content
- Undertake material research investigations and experiments
- Assist practice outreach and promotions
- Assist organisation, planning and delivery of events and programmes e.g.. exhibitions, symposiums
- Assist with community engagement and co-design events

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