

RECRUITING

Part 1 & 2 Architectural Assistants

Location: Central Birmingham

Position: Full-Time, Permanent

Start Date: July 2025 (flexible for the right candidate)

Malcolm Payne Group is an established, RIBA chartered practice with a strong reputation in residential developments—ranging from new build and refurbishment to sensitive heritage work. We are currently working on a range of exciting projects across all stages, located throughout the Midlands, and the South East of the UK.

We are seeking talented Architectural Assistants to join our team in our central Birmingham studio.

The Ideal Candidate Will Have:

- A RIBA Part 1 or Part 2 Degree in Architecture
- Proficiency in AutoCAD, Revit, Microsoft Office, Adobe Photoshop, and InDesign
- Confidence and initiative, with a positive, proactive attitude
- Excellent presentation and communication skills
- Some understanding of UK building regulations and technical construction drawings
- The ability to adapt to varying project demands and contribute to the day-to-day running of a busy practice

What You'll Be Doing:

- Working collaboratively on a range of residential and heritage projects at all stages—from concept design to delivery
- Supporting project teams with drawings, presentations, reports, and design coordination
- Gaining valuable exposure to all aspects of architectural practice
- Contributing ideas and energy to the studio environment

If you're ready to take the next step in your architectural career and make a meaningful contribution to our team, we'd love to hear from you.

To apply, please send your CV, portfolio, and cover letter to
recruit@malcolmpaynegroup.co.uk

Malcolm
Payne
Group

