

Role Profile

Part 2 Architectural Assistant / Architectural Technologist

Location: PUUC Architecture, Bridge House, Riverside North, Bewdley, Worcestershire, DY12 1AB

Job Type: Full Time

Working Hours: Monday to Friday, 9:00am – 5:00pm (1-hour unpaid lunch)

Working Arrangement: Office based during probation. Following successful completion of probation, hybrid working may be available (typically 2–3 days in the office and the remaining days working from home), subject to project requirements.

Salary: Competitive and dependent upon experience.

Start Date: Early September 2026

About PUUC Architecture

PUUC Architecture is an ambitious, design-led architectural practice delivering residential, commercial, conservation, heritage and specialist architectural projects throughout the UK.

Our work ranges from bespoke contemporary homes and sensitive listed building projects through to commercial developments, planning appeals, adaptations, sustainable developments and technical delivery. We pride ourselves on providing a highly personalised service and maintaining excellent relationships with our clients, consultants and Local Authorities.

As our portfolio continues to grow, we are seeking an enthusiastic **Part 2 Architectural Assistant or Architectural Technologist** with a passion for design, technical excellence and heritage architecture to become an integral member of our expanding team.

This is an exciting opportunity for someone looking to develop their career within a boutique practice where they will gain responsibility, work directly with clients and play a significant role in shaping projects from concept through to completion.

Purpose of the Role

The successful candidate will assist in delivering a wide variety of architectural projects across all RIBA work stages.

You will contribute to concept design, planning applications, heritage projects, technical drawing production and client liaison whilst developing your professional skills within a collaborative team environment.



The role offers excellent opportunities to develop expertise in conservation architecture, sustainable design and high-quality residential architecture.

Key Responsibilities

Design

- Produce innovative architectural concepts.
- Prepare initial design options and feasibility studies.
- Develop concept sketches by hand and digitally.
- Produce presentation drawings and visual material.
- Contribute creative ideas during design reviews.
- Assist in developing planning strategies.

Technical Delivery

- Produce accurate Revit models and drawing packages.
- Prepare planning drawings.
- Produce Building Regulations drawings.
- Assist in preparing construction information.
- Maintain drawing standards across projects.
- Coordinate consultant information.
- Assist with specification development where required.

Surveying

- Undertake measured building surveys.
- Use laser measuring equipment and tape measures accurately.
- Record site information.
- Produce accurate existing drawings within Revit.

Heritage & Conservation

Assist with:

- Listed Building Consent applications.

- Heritage Statements.
- Design & Access Statements.
- Historic Building Reports.
- Archive research.
- Conservation area appraisals.
- Historical significance assessments.

An interest in conservation architecture is highly desirable.

Visualisation

Produce high-quality visual material using:

- Autodesk Revit
- Lumion
- Adobe Photoshop

Experience using additional Adobe software would be advantageous.

Client & Project Support

- Attend client meetings.
- Attend site visits.
- Liaise with Local Authorities.
- Coordinate with consultants.
- Assist senior staff with project delivery.
- Prepare meeting notes where required.

Excellent written and verbal communication skills are essential.

Sustainability

Support sustainable architectural design through:

- Good passive design principles.
- Material selection.
- Environmental awareness.

- Energy efficient design solutions.

Marketing

Support the continued growth of the practice by:

- Creating project visuals.
- Contributing social media content.
- Assisting with marketing material.
- Helping maintain the practice's professional image.

Essential Requirements

Applicants must possess:

- Minimum **2 years' professional experience** working within an architectural practice.
- Part II qualification in Architecture or BSc (Hons) Architectural Technology.
- Excellent Revit skills.
- Experience using Lumion.
- Experience using Adobe Photoshop.
- Strong understanding of UK planning applications.
- Excellent technical drawing ability.
- Excellent written English.
- Excellent verbal communication.
- Good organisational skills.
- Excellent attention to detail.
- Ability to work independently and collaboratively.
- Full UK driving licence.
- Access to a vehicle for site visits.

Highly Desirable Skills

Candidates who possess the following will be at a significant advantage:

- Strong architectural design ability.



- Excellent freehand sketching skills.
- Creative concept development.
- Conservation and listed building experience.
- Heritage Statement preparation.
- Design & Access Statement preparation.
- Historical research experience.
- Archive research.
- Strong visual presentation skills.
- Knowledge of UK Building Regulations.
- Understanding of sustainable architecture.
- Experience producing planning appeal documentation.

Personal Qualities

We are looking for someone who is:

- Enthusiastic and motivated.
- Creative.
- Professional.
- Friendly and approachable.
- Highly organised.
- A strong communicator.
- Positive and proactive.
- Willing to learn.
- Reliable.
- Able to manage their workload effectively.
- A genuine team player with a positive attitude.

Location Requirement

Due to the collaborative nature of the role, regular office working, measured surveys, client meetings and site visits, applicants **must live within a reasonable commuting distance of Bewdley, Worcestershire, or be willing to relocate prior to commencing employment.**

Unfortunately, applicants who are unable to commute regularly to our Bewdley office or who are unwilling to relocate will not be considered.

Working Hours & Benefits

- Monday to Friday.
- 9:00am–5:00pm.
- One-hour unpaid lunch.
- Hybrid working available following successful completion of probation.
- 23 days annual leave (including 3 days allocated to the Christmas shutdown) plus Bank Holidays.
- Competitive salary dependent upon experience.
- Ongoing professional development.
- Exposure to a wide variety of residential, heritage and commercial projects.
- Supportive working environment.
- Genuine opportunities for career progression.
- Opportunity to become an important part of a growing and ambitious architectural practice.

Why Join PUUC Architecture?

At PUUC Architecture, every member of the team plays an important role in shaping the future of the practice.

Unlike larger organisations, you will gain genuine responsibility from day one, working directly with clients, planners, consultants and senior members of the practice. You will have the opportunity to develop your design skills, technical expertise and conservation knowledge across a diverse portfolio of exciting projects.

We are passionate about delivering thoughtful, high-quality architecture and are looking for someone who shares our ambition, creativity and commitment to excellence.





PUUC Architecture
Bridge House
Bewdley
DY12 1AB

If you are looking for a role where your ideas are valued, your career can progress and your contribution genuinely makes a difference, we would be delighted to hear from you.

How to Apply

Please submit:

- Your CV/Portfolio (PDF preferred)
- Covering Letter outlining your experience, suitability for the role and why you would like to join PUUC Architecture.

Applications from candidates who do not meet the minimum experience, location or qualification requirements may not be progressed.

