

Date:
Oct 2025

Part II Architectural Assistant

Salary: £31,500 to £35,750 dependent on experience
Location: London, SE1
Contract: Permanent, Full-time
Place of work: 4 days in practice, 1 day flexible

alma-nac are looking for a Part II architectural assistant to join our small team based near Waterloo.

About us:

We are an award-winning design studio producing high quality architecture while maintaining a lively and engaging work environment.

At alma-nac we are a small practice with strong values. We focus strongly on our values; joyful, conscious, innovation, participation and nurturing. We are proud to be a B Corp.

In 2023, we initiated the [Design for all](#) support programme in collaboration with a team of building professionals to provide pro bono support to small charity and community organisations who want to get their building projects off the ground.

Your attributes

We are looking for a Part II architectural assistant with a grounded creative approach and a strong attention to construction detail. Sustainability will be high on your agenda and you will be keen to take an active role in improving the practice.

We are open to both applicants who have just graduated with their Part 2 and those with more experience.

Key requirements or responsibilities:

- RIBA Part II qualification
- minimum of one year's UK project experience
- detailing and construction drawing skills
- excellent 3D modelling skills required - physical and digital including SketchUp
- ArchiCAD experience preferable
- exceptional presentation skills
- ability to work to deadlines
- eligibility to live and work in the UK

We're looking for someone who can:

- manage the day-to-day running of a small project under supervision
- communicate design issues and solutions directly to clients
- liaise with consultants and authorities
- assist in general practice management

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RIBA 
Chartered Practice

Certified

Corporation

What we offer:

- an excellent work/life balance
- 20 days holiday in addition to the days between Christmas and New Year
- Profit Share Scheme (you will be eligible once you have worked at alma–nac for 1 full year at the end of the tax year)
- financial contribution towards your Part III qualification if applicable and 10 study days
- team lunch every Thursday
- bike loan scheme

Diversity & inclusion

alma–nac is dedicated to building a diverse and inclusive team. We welcome and encourage applications from all.

Application process:

To apply, email your application to work@alma–nac.com with the subject heading 'Part II architectural assistant application - Autumn 2025'.

Applications close Wednesday 29 October. Early applications appreciated.

In your application, please include:

- a cover letter,
- our CV,
- and Portfolio

Please help us by combining all of the above into a single pdf document.

We use blind recruitment methods, so please do not include photos of yourself within your application or details of your sex, gender, age or other protected characteristics. Applications that do not follow this guidance may have their applications disregarded.

Interviews will taking place on Tuesday 4 and Wednesday 5 November 2025.