

Job Description - Architect Henley-on-Thames

We're looking for an experienced Architect, ideally with a strong background in housing, with experience in HRB gateway submissions being beneficial, to join our Henley studio.

This is an exciting opportunity to work on a diverse range of projects and play a key role in developing our housing portfolio. If you combine creativity with technical know-how and enjoy taking projects from concept to completion, we'd love to hear from you.

You must have the right to work in the UK to apply.

Send your CV, coverletter and portfolio to recruitment@spratley-partners.uk

About Spratley & Partners

Spratley & Partners is an award-winning architectural practice with studios in Henley-on-Thames and Bristol. For over 20 years, we've delivered imaginative, commercially viable projects that respect context and enhance communities.

Collaboration, insight and thoughtful design shape everything we do. We combine creativity, technical precision and commercial awareness to create spaces with lasting value. By listening, adapting and leading with clear communication, we build strong partnerships and navigate challenges together.

Our portfolio spans workplaces, hospitality, estates and masterplanning, homes and heritage projects across public and private sectors. We believe that exchanging ideas across these areas sparks innovation, challenges assumptions and drives fresh solutions.

Our culture is open, collaborative and supportive. We share ideas, value continuous learning and encourage every team member to grow. We are an inclusive employer and actively encourage applications from candidates of all backgrounds.

Role Overview

- Act as Lead Designer and/or Contract Administrator as Project Architect
- Work closely with clients, consultants and contractors
- Integrate sustainability goals from the outset
- Manage and mentor project teams
- Prepare presentations, bids and project proposals
- Oversee statutory compliance and maintain design quality throughout

Key Responsibilities

- Interpret and develop client briefs
- Undertake site visits, record constraints, and assess risks
- Deliver designs for all RIBA stages, balancing technical, aesthetic and budget needs
- Chair and document design meetings; coordinate consultant input
- Manage contracts and tender processes, review returns and advise clients
- Monitor site progress and respond to queries promptly
- Fulfil CDM and Building Regulations duties; act as Principal Designer when required
- Prepare specifications and maintain ISO9001 compliance
- Mentor junior team members and support internal reviews

Skills & Experience

- ARB Registered Architect (RIBA Part 3 or equivalent)
- Strong UK project experience across all RIBA stages – ideally in commercial residential projects
- Confident in leading client-facing meetings and representing the practice externally
- Knowledge of UK planning, building regs and contract administration (traditional & D&B).
- Excellent organisational and problem-solving skills

Software Skills

- AutoCAD and Revit (experience valued over software proficiency)
- SketchUp | Enscape | Adobe Creative Suite (Photoshop, InDesign) is beneficial but not required

What We Offer

- A supportive, creative team environment with real opportunities to grow
- Work on varied, high-quality projects in an award-winning practice
- A healthy work-life balance with flexible working options
- Competitive salary
- Benefits Package including:

Private healthcare (BUPA) | Enhanced parental leave (maternity and paternity) | Pension with salary sacrifice option | Cycle to Work scheme | Railcard reimbursement | Volunteer day each year
Regular reward lunches