

Role definition

Job Title: Writer

Reporting to: Lead Writer on a day-to-day basis, the Content and Communications Manager, and ultimately to the Head of Communications

Responsibilities

- Assist with the production of writing for the practice, ensuring that it is of the highest quality, under the direction of the Lead Writer and the Content and Communications Manager.
- Write original content for press releases, features, news stories, publications (including Q&As), awards submissions, exhibitions, and internal reports in the practice's tone of voice.
- Assist in drafting and editing interview responses, quotes, abstracts, speeches, and briefing notes on behalf of the practice's senior leadership team.
- Assist in producing and updating written content for the practice website, newsletter, and social media channels.
- Proofread and edit work by internal teams – encouraging the use of Foster + Partners' style guide.
- Proofread and edit work by external clients and consultants.
- Assist the Lead Writer, Content and Communications Manager, and Head of Communications as required – and work closely with the marketing team.
- Thorough knowledge of and compliance with procedures and standards at Foster + Partners.
- To contribute, or otherwise assist the Communications team and the wider practice, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.

Qualities and skills required

- Demonstrate abilities to undertake the above responsibilities
- Excellent written and verbal communication skills and proven experience of writing
- Confident in editing and proofreading texts
- Fluency (spoken and written) and thorough knowledge of the English language is essential
- Interest in architecture and design
- Self-motivated and ability to take responsibility
- Able to prioritise duties and work to tight deadlines, while maintaining attention to detail
- Demonstrate initiative and a proactive approach to daily tasks
- Adaptability, good interpersonal skills, and the ability to work independently and as part of an effective team

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.