

Role summary

Foster + Partners is looking for a writer to join its growing communications team. The role requires agile thinking and an ability to translate technical information into approachable and engaging pieces of writing for external press and internal documents, often to tight deadlines. This is a great role for someone who is looking to build a career in architectural writing or built environment PR and communications. The ideal candidate will have excellent writing skills and a demonstrable interest in architecture, design and the built environment.

Role definition

Job Title: Writer

Reporting to: Written Communications Manager and ultimately to the Head of Communications

Responsibilities

- Assist in the production of writing in the practice, ensuring that it is of the highest quality, under the direction of the Written Communications Manager.
- Write original content for articles, press releases, exhibitions, internal reports and publications in the practice's tone of voice
- Assist in drafting and editing interview responses, quotes, abstracts, speeches briefing notes on behalf of the practice's senior team
- Assist in producing and updating written content on the practice website, social media channels and brochures
- Encourage the use of the Foster + Partners' style guide and proofread work by internal teams
- Assist the marketing team, Written Communications Manager and the Head of Communications as required
- 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

Qualities and skills required

- Excellent written and verbal communication skills and proven experience of writing
- Confident in editing and proofreading texts
- Demonstrate abilities to undertake the above responsibilities
- Fluency (spoken and written) and thorough knowledge of the English language is essential
- Interest in architecture - preferably experience of working in an architectural practice
- 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

- Ability to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times.
- Legally able to work in the UK

Desirable

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.

August 21