

# Part II Architectural Assistant role |

Roberts Limbrick is looking for a Part II Architectural Assistant to join our Residential Team in Newport, working on thoughtful, design-led projects.

📍 Newport

● Residential



● Careers



For more information, visit:

[www.robertslimbrick.com](http://www.robertslimbrick.com)

Follow us on:

Instagram  
LinkedIn

● About us

We are an architectural practice of around 120 people, with studios in Gloucester, Newport and London.

Our practice is about people first – great ideas only succeed when they're supported by strong relationships, technical expertise and thoughtful delivery.



Image  
Roberts Limbrick Gloucester office

● Services

We have created bespoke individual teams that each work across all RIBA stages to support both our public and private sector clients.

Our specialist teams oversee:

Architecture

Interior Design

Urban Design

Masterplanning

Landscape Architecture

Advisory Services

Graphics & Visualisation

● Sectors

As our client base has grown, we've established specialist in-house teams in landscaping, urban design, interiors and graphics, who work alongside our sector teams - enhancing every project.

The sectors we work in:

Commercial & Industrial

Mixed-use & Retail

Defence

Residential

Healthcare

Education

Landscape

Interiors

Sport & Leisure

Urban Design



Image  
Cheltenham College Nursery

- Who are we?

Scan the QR code to see what we're about at Roberts Limbrick



● Residential

# Designed for Living

*Committed and grounded*

Great ideas need to be deliverable. We bring designers and technologists together from the outset, staying closely connected throughout design and delivery. This ensures concepts are shaped by commercial and technical reality, and that the final outcome remains true to the original design intent.

*Creative and collaborative*

Designing and delivering great places relies on strong teamwork. We work collaboratively throughout the development process, partnering with talented clients, consultants and contractors to achieve the best possible outcomes.



**Featured Project**  
Central View, Newport

● Residential

# Senior Team Structure

## Team Directors

 **Aaron Terry**  
Director

 **Chris Gentle**  
Director


### Urban Design

 **Craig Wall**  
Associate Director

### Design & Planning

 **Craig Wall**  
Associate Director

### Technical

 **Andrew Wood**  
Associate Director

 **Carl Phelps**  
Associate Director

 **Richard Hamblett-Clarke**  
Senior Associate

 **Adrian Leaves**  
Senior Associate

 **Huw Friar**  
Associate

 **Chris Carson**  
Associate

 **Nathan Leslie**  
Associate

- Gloucester office
- Newport office
- London office





























*Aspirational and caring*

We design places and buildings that inspire and enable people and enhance their quality of life.

Central to this is the value we place on relationships - with our clients, stakeholders, project teams and our own people.

● Residential

We are proud that we have developed an open and honest relationship with our residential clients over the past 20 years.

● Residential

## On the drawing board

Stage	Project	Client
Reserved Matters	Malabar	Spitfire Homes
Stage 4/5	Central Court, Bristol	Allison Homes
All stages	Basildon Sites	Elkin Construction
Planning application	Craddock Street, Wolverhampton	Stonebond
Concept design	Gwent House	CODI
Planning stage	Kings Quarter Phase 3C	Reef
Stage 4/5	Cefn Isaf	Morganstone
Reserved Matters	Winnycroft	Bromford
Outline application	Hereford	Gleeson Land
Site feasibilities	Teignmouth Sites	Teignmouth District Council



Image  
Rounds Garden, Rubgy

● Residential

# Key Projects



- Residential

## Your Role

We are looking for

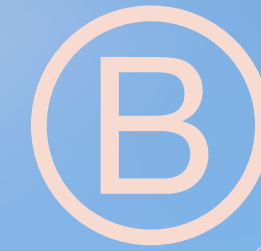
- Between 2-5 years experience in the residential and commercial sector
- Experience working on projects through all RIBA Stages
- Proficient in the use of BIM software, ideally Revit
- Experience assisting with planning proposals including accommodation schedules and awareness of applicable space standards
- Strong presentation skills and use of In-design, Photoshop, Sketch-up etc
- Demonstrate an ability to prepare detailed working drawing packages & specifications
- Good understanding of current UK Building Regulations, CDM obligations, and BSA obligations
- Excellent communication skills with the ability to work independently and as part of a team

120+

Talented people

Roberts Limbrick is a team of over 120 architects, designers and creatives.

Certified



Corporation

Roberts Limbrick is proud to be a B Corp and is committed to growing with B Corp values.

We are committed to integrating sustainable practices into everything we do as we look toward the future.

x3

Offices in the U.K

We have three locations in the U.K. Gloucester, London and Newport.

>50

Awards

After 35 years of designing buildings we are proud that our approach and achievements have been widely recognised by our clients

80%

Of our work is repeat business

We value the working relationships we develop with each of our clients.

# Roberts Limbrick

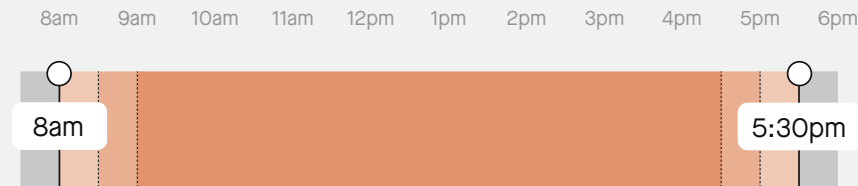
## Employee Benefits and Rewards

### Committed to work-life balance

Roberts Limbrick offers a friendly office environment and openly encourages everyone to interact and participate within their individual team and the wider offices. We want all our staff members to feel that they can have a balanced approach to their work and home lives.

#### ✓ Flexible start and finish times

Our working hours are between 8am to 5.30pm, most staff fit their 7.5hr working day between these hours.



#### + Wider flexibility outside these hours

To suit travel and family commitments is possible and is subject to discussion/agreement with your Team Director.

#### ✓ Relaxed and informal office environment

Our offices have been newly refurbished and are fully accessible. We've included quiet areas for focused work and expanded breakout spaces for lunchtime downtime and informal catch-ups.

### Hybrid work and team life

After completion of your initial 3-month probation period, we allow our staff to work from home for up to 2 days per week.

#### ✓ Remote working capability, up to 2 days

The historical investment in our IT set up allows all staff members to work remotely as long as they have adequate internet access. Safe and secure access via VPN is provided to our servers and email system.

\*If your position is administrative or if you are a junior member of staff, then you will be asked to work from the office full-time to allow you to fulfil your role or to have the necessary support from your wider team.

#### ✓ Team and Company events

We organise regular activities and annual events to support wellbeing and help people connect. Every staff member gets a yearly budget to put toward team social events outside of office hours.

Friday Social Club 📅 Weekly

Sports activities (Football, Golf, Cycling) 📅 Weekly

Team socials 📅 Regular events

Women In Property events 📅 Regular events

Opportunities to support local charities 📅 Regular events  
Including Santa Run, Bike to Work, Christmas Jumper Day and more!

Local Networking events 📅 Regular events

The Roberts Limbrick Quiz™ 📅 Annual

Summer & Christmas Company socials 📅 Annual

### Health & Wellbeing

We create healthier, safer, and more resilient communities by investing in the wellbeing of our staff. We offer a variety of Employee Services.

Yearly Flu Jabs

Free eye tests

Will-writing support

Virtual GP service

Mental Health support

Funeral support

### Holiday entitlement

We offer a generous and flexible annual leave package, including enhanced allowances and the ability to carry unused days forward.

#### ✓ 23 Days Holiday entitlement

+ UK Bank Holidays

All staff can carry up to 5 days of leave each year.

From 2026, employees may buy or sell up to five days of annual leave on a trial basis, with requests required by 31 August each year.

\*Base holiday entitlement Increases to 25 days for Senior Members of staff, Associate level and above.

+1 24/26\*

+1 25/27\*

+1 26/28\*

5 years

10 years

15 years

Extra day's holiday for every 5, 10 and 15 years of service.

# Roberts Limbrick

## Employee Benefits and Rewards

### Wider benefits

We offer ongoing opportunities, including training that supports both personal and professional growth.

- ✓ Pension Contributions  
Employers @ 3% if employees contribute a min of 5%
- ✓ Paid professional memberships  
RIBA, CIAT, CMLI
- ✓ Discretionary bonus paid at Christmas
- ✓ EV car scheme  
Senior members of staff Associate and above

- ✓ CPD training sessions
- ✓ Opportunity to join one of our working groups

BIM & Revit Standards    Building Safety Act

Design & Presentation Quality    Sustainability

Staff development & training    Staff Interaction & Comms

Technical & Construction    Technology & Innovation

We have a number of working groups made up of staff members across the entire structure of the company. These work groups help to advise and steer the company on key strategies and emerging changes to the building sector.

### Financial Protection

We offer added financial protection when support is needed most.

- ✓ Death in Service  
Life Insurance policy  
(up to the age of 70)
- x2
- Payable Salary

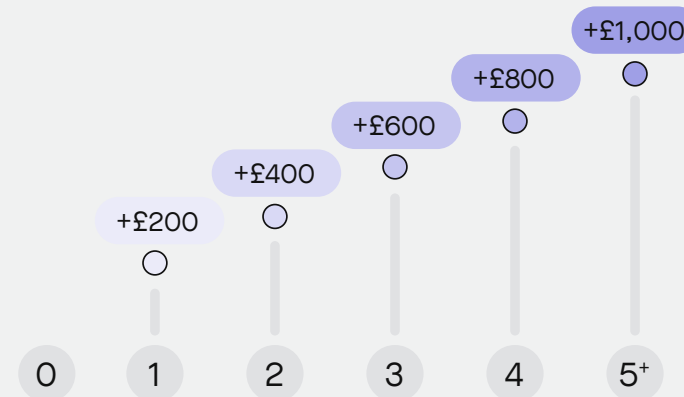
### Special Incentives

As you grow with us, we reward your loyalty

- ✓ Loyalty bonus
- ≤£1,000\*
- Paid Annually  
for each year of  
service.

Paid at the end of June each year

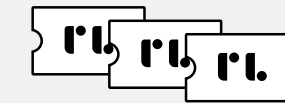
\*£200 after your first year of service. An additional £200 is added per year of service, (up to a maximum of £1,000 per year by your fifth year)



Years of service at Roberts Limbrick

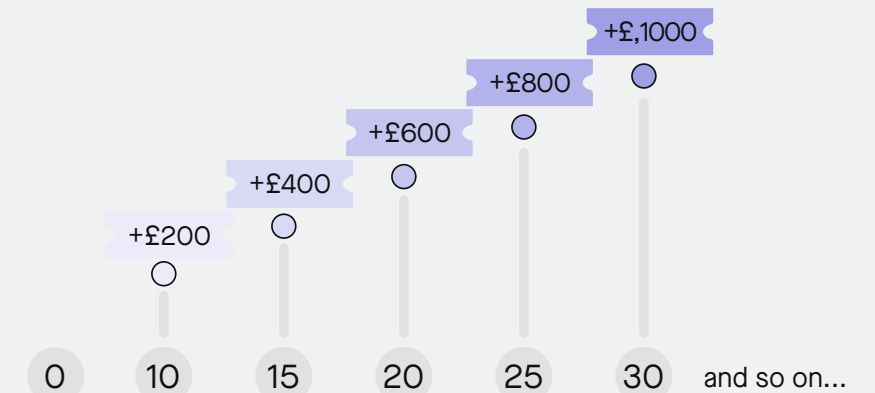
### Reward programme

Your loyalty and contribution mean a lot to us.



Awarded for years of service.

- ✓ Long Service Voucher(s)  
After ten years with the company, you'll receive a £200 award as a thank you. Every additional five year milestone an additional £200 is added to recognise your continued commitment.



Years of service at Roberts Limbrick

We value great talent and the people who help us find it. If you refer someone who joins our team you'll receive a referral reward as a thank you for helping us grow.

- ✓ Referral scheme
- +£1,000\*
- Per staff member  
referred

\*£1,000 Bonus Paid after completion of the initial 3-month probation period.



Image  
Rivershill House

London office  
3rd Floor  
4 Garrett Street  
Clerkenwell  
London  
EC1Y 0TY

Gloucester office  
The Carriage Building  
Bruton Way  
Gloucester  
GL1 1DG

Newport office  
1 Gold Tops  
Newport  
NP20 4PG

