

Kendall  
Kingscott

# Career Opportunity

Part 1 Architectural  
Assistant



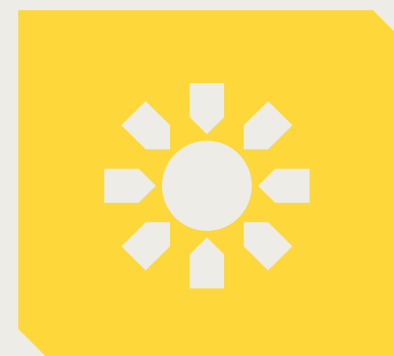
# An amazing opportunity awaits...

**Kendall Kingscott is unique.**

**We strike the perfect balance between large corporates and smaller, individual entities, bringing the positives of both.**

**We can operate with agility while providing the stability and experience expected of a 60-year established business.**

We've spent the past three years carefully crafting our strategic business plan, all while experiencing excellent growth and culminating in the launch of our new brand in 2023. Our blueprint – *The Modern Way* – is about putting social purpose at the core of everything we do, creating an environment where people can thrive, and our business succeeds.



**9.3%**

**staff turnover,  
compared to national  
average of 27.4%**

KK is a place where careers flourish. Our statistics speak for themselves: low staff turnover, countless success stories of career progression, impressive training success rates and sustainable repeat business. Our innovative remuneration packages prioritise health and wellbeing. We're seeking dynamic individuals to join us on our ambitious journey.

# Making a difference since 1962

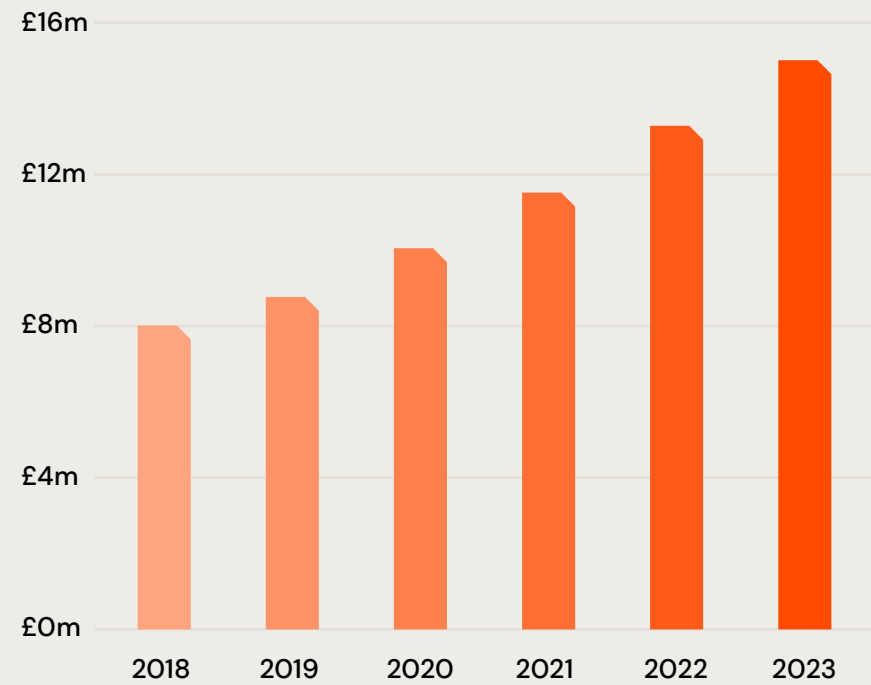
**Our 60-year journey has been one of organic evolution.**

It's guided us to where we are today – **an inter-disciplinary construction consultancy** operating collaboratively with outstanding results.

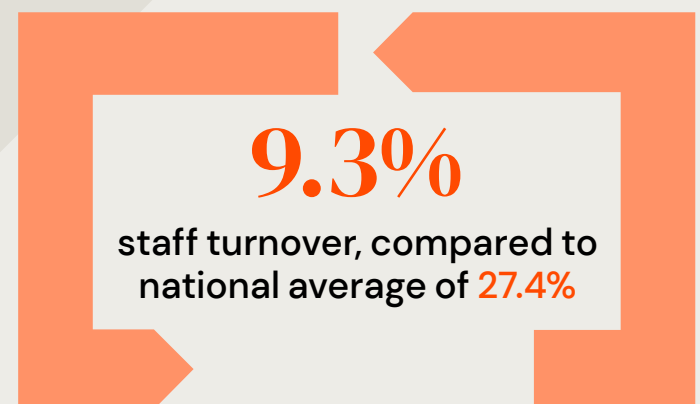
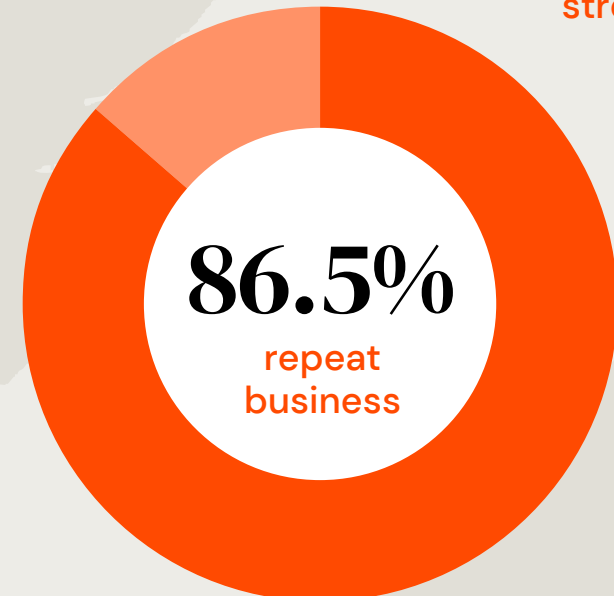
Our strategy has provided the foundations for the strongest period of growth in the company's history. Yet our new plan is only just beginning.

Our clients like to work with us and our unique, holistic approach.

We curate the perfect team for each project, either as individual disciplines or fully integrated solutions under one umbrella. We call it **1 Team**.



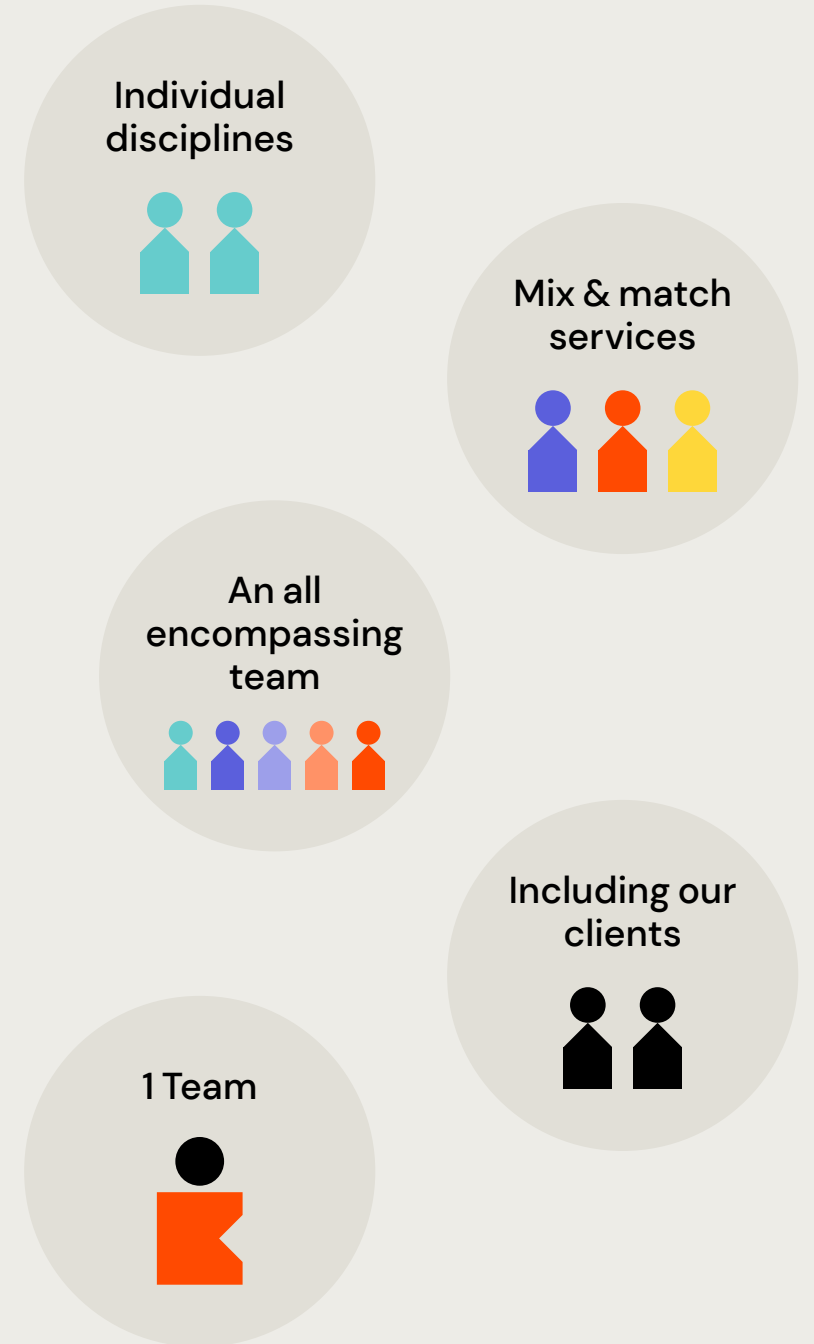
We have grown  
**85%**  
in the last 4 years



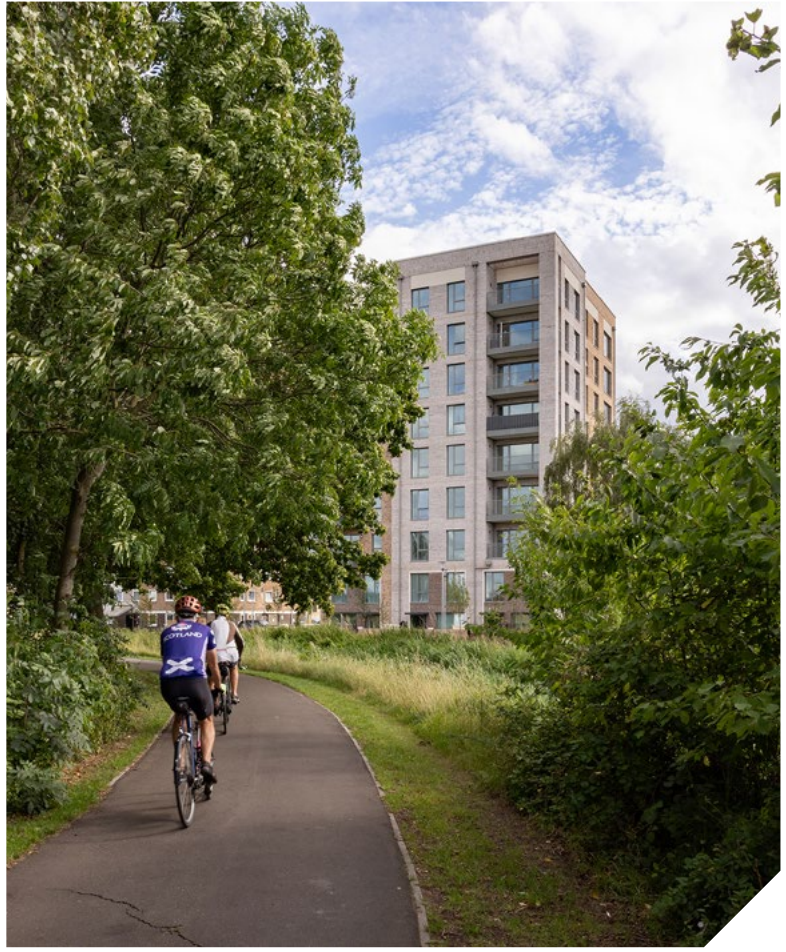
# Be part of a great team

**1 Team** provides the framework to take our projects to new heights. We go **beyond expectations** within a positive, collaborative team environment.

Experience the difference: an unrivalled service, promoting positive energy with positive outcomes.



# Delivering great projects



# And working with a developing portfolio of clients

20+ years

Avon & Somerset Constabulary

the guinness partnership

NHS North Bristol NHS Trust

Royal Mail

Wessex Water YTL GROUP

UWE Bristol

UNIVERSITY OF BATH

BRISTOL CITY COUNCIL

ALDI

Interserve

Nuffield Health

MARLBOROUGH COLLEGE

SOAS University of London

University of Reading

Brunel University London

Sanctuary

NHS Property Services

Circle Health Group

Bellway

DORSET POLICE

CREST NICHOLSON

SOMERSET County Council

BCP Council

CORNWALL COUNCIL one and all - onen hag oll

South Western Ambulance Service NHS Foundation Trust

SOVEREIGN

10-20 years

5-10 years

mace

UNIVERSITY OF PLYMOUTH

National Oceanography Centre

Wiltshire Council

Exeter City Council

bam

UNIVERSITY OF Southampton

FALMOUTH UNIVERSITY

WILLMOTT DIXON

Queen Mary University of London

CARDIFF UNIVERSITY PRIFYSGOL CAERDYDD

SCIENCE MUSEUM

NHS Salisbury NHS Foundation Trust

LONDON METROPOLITAN UNIVERSITY

UNIVERSITY OF WINCHESTER

NHS University Hospital Southampton NHS Foundation Trust

KING'S College LONDON

University of Exeter

HOTEL Chocolat.

NHS University Hospitals Dorset NHS Foundation Trust

ETON COLLEGE

SPAR

Lifeboats

Dŵr Cymru Welsh Water

Harrods

1-5 years

# An environment where people flourish...

As we step into the next decade, we are committing to and building on the visions of those before us. Our goal is to be a **net zero operation by 2028**.

Continuing to empower our staff to flourish and exceed expectations on every level. Dedicated to service, high standards and a positive impact on society and the planet.

KK is an equal opportunity employer and fully committed to treating all employees and job applicants equally. We will avoid discrimination in all aspects of employment including recruitment and selection, promotion, transfer, training opportunities and pay and benefits.

We take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## Integrity

We work with respect, pride and transparency. We take shared ownership of projects and are proud of what our company name represents.



## Nurturing

This is a place for every person at every level. We support each individual regardless of background or ambitions. We're nurturing a safe, open environment that encourages organic development.



## Humility

We let our work do the talking. No egos, no prima donnas – just a committed team who relish a challenge and work together for the best results.



## Impact-driven

Our work has a direct impact on society, our industry, and the built and natural worlds. Ensuring this impact is positive drives our decision-making.



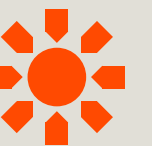
## People-centric

Our success is built on our long-term relationships. We genuinely care about our clients and each other.



## Progressive

We're always looking to evolve to be a better version of ourselves.



# The KK Way ...it's in our DNA

Alongside 1 Team, sits our cultural development & training programme entitled **The KK Way**.

Divided into **eight key themes**, The KK Way provides the framework that underpins our principles, empowering authentic excellence in our staff.



## Opportunities for all

This is a place for every person at every level. We support each individual regardless of background or ambitions.

## Going beyond

We provide the cultural and technical breeding ground for our people to excel in a purpose-driven environment.

**KK Academy**

**Lifelong Learning**

**Social Value**

**Cross-discipline Learning**

**Leadership & Management**

**Defining Your Own Path**

**Technical Excellence**

**Unrivalled Client Care**



# But it's not all work, work, work...



# Market leading innovative benefits that support your wellbeing & grow with you

## The KK Way

You will never stand still at KK. Staff have the opportunity to study and continue to develop with us. We have highly successful training programmes at all levels including our Academy. For aspiring leaders, we have developed an excellent Leadership & Management Programme that will ease the transition into management roles. We give generous paid study leave benefits, training allowances and professional subscriptions are paid for all staff.



## Social workers

At KK we work hard, and play hard too. We hold regular company subsidised social events that could see you enjoying sea or river cruises, taking in air displays, sporting events or just kicking back with a few tipples at our local haunt.



## Health and wellness options

Our Health and Wellness benefits programme is driven by our business purpose that gives you access to a host of options that increase with length of service. At every level, our Employee Assistance Programme provides a 24-hour confidential helpline and we also offer discounted gym membership / sports equipment, free eye-tests and regular seminars that cover a range of wellbeing topics, including mental health. Where Private Medical Insurance is offered, it gives the added protection of your immediate family members. After a period, you'll benefit from voluntary health screening, regardless of level.



## Insurance against unfortunate events

All staff benefit from a life assurance protection policy at four times annual salary to a nominated beneficiary. We also offer income protection insurance at some levels.



## Incentivising sustainable forms of travel that will benefit you

Our business is aspiring to be Net Zero by 2028. That's why we provide the opportunity to lease an electric vehicle via the company's EV Salary Exchange Scheme (subject to qualifying conditions) – offering an affordable and tax efficient way to do your bit for the planet. If a vehicle is not your thing, you can also procure a bicycle for commuting via the company's Cycle to Work Scheme by salary exchange which also has tax efficiencies.



# And there's more...

## Work, life harmony sits at the heart of our business

We want our people to work to their best ability and recognise the importance of a fruitful life outside of work is key to this. That's why we offer market-leading annual leave options that increase with length of service, innovative training programmes that promote harmony in your work, life experiences, and an agile and hybrid working policy that strikes a balance between our clients, you and the business.



## A little thank-you for your commitment to KK

If you, like many others, enjoy working at KK, you will be rewarded with a combination of enhanced benefits over time. Enhanced holiday allowances, increased pension contributions, health and wellbeing benefits, as well as one-off celebratory holiday(s) and vouchers that increase with number of years served.



## Grand offers

Some extra cash for your Piggy Bank. We'll give you up to £1,000 bonus if, like yourself, you know someone who might be great addition to the KK Team.



## Reward

Our salaries are very competitive, reviewed annually, and include a company wide annual bonus if we've done well. We cover company travel and offer daily subsistence allowances for staff on the move.



## Team working

Whoever your team is, at KK you'll only have 1 Team - a winner every time. Our team approach is central to our ethos and ability to provide an outstanding service to our clients. Never feel alone again!



## Giving back

We support a number of charities and hold regular fund raising events across the company. Whether its baking cakes, partaking in our Tour de-Four cycle event, hiking across the Jurassic Coast path, midnight walks, there's always something to look forward to.



# Part 1 Architectural Assistant

**We have a position available for a talented and motivated Part 1 Architectural Assistant.**



**Location: Exeter**

KK is a collaborative environment where creativity and expertise converge to produce excellent quality buildings and spaces.

We are seeking a talented and motivated Part 1 Architectural Assistant to join our dynamic and forward-thinking team in Exeter. With a commitment to excellence and sustainability, KK is a collaborative environment where creativity and expertise converge to produce excellent quality buildings and spaces.

Dive into a world of diverse projects across multiple sectors while working collaboratively with fellow professionals. You will be working on a range of projects varying from Healthcare, Education, Retail and Residential with our long-standing clients.

Be a part of our organic growth story – where 60% of management are homegrown talent.

We are offering an excellent experience with first-class mentoring support to help you achieve your ambitions with a clear pathway to Chartership.

## Job description:

### Team role

- Assist in the development of architectural designs from conception through to completion under the guidance of senior architects.
- Conduct research and gather data relevant to architectural projects including site analysis, materials and building codes.
- Collaborate with design teams to generate innovative design solutions that meet client needs and project requirements.
- Produce detailed drawings, plans and 3D models using Revit and other relevant industry software.
- Assist in the preparation and presentation of design proposals to clients and stakeholders.
- Participate in site visits and meetings to assess progress and ensure adherence to design specifications.
- Stay updated with industry trends, regulations, and best practices in architecture.

### Individual duties

- Develop and produce accurate and detailed CAD drawings.
- Collaborate with Architects to translate concepts into construction documents using Revit.
- Contribute ideas and provide creative input during brainstorming and design discussions.

- Conduct site analysis including site context evaluation, and environmental assessments.
- Research materials, construction techniques, building codes and regulations relevant to the project.
- Pursue opportunities for continuing education and professional development.
- Work towards building your experience prior to commencing your Part 2 Architectural Assistant qualification.

### Skills and requirements

- Bachelor's degree in Architecture with a 2:1.
- Proficiency in CAD software – full training will be given of our systems.
- Good communication and teamwork skills.
- Attention to detail and a passion for design.

### Knowledge of

- MS 365 and Teams.
- CAD knowledge (Proficiency Revit desirable).
- Proficiency in Lumion desirable.
- Excellent IT literacy.

# So why apply for a career at KK?

1

**Inspiring** environment with purpose driven business ethos that creates conditions for people to thrive.

2

**Market leading benefits** that increase with length of service, and promote a healthy work, life blend.

3

**Sustainable growth strategy** that retains both small-company team agility with the safety net and opportunities of a larger corporate entity.

4

Long-standing, **supportive cultural and formal training models** at the epicentre of our business, The KK Way.

5

**Incredible statistics** – high staff retention, training success, repeat business and more.

6

**It's a great place to work**, full of inspiring, supportive, individuals focussed on upholding the KK 1 Team ethos for a common goal, delivering interesting projects for high profile clients.

## Ready to apply?

To apply for this exciting opportunity, please contact us with a covering letter and CV at [careers@kendallkingscott.co.uk](mailto:careers@kendallkingscott.co.uk). We look forward to hearing from you!

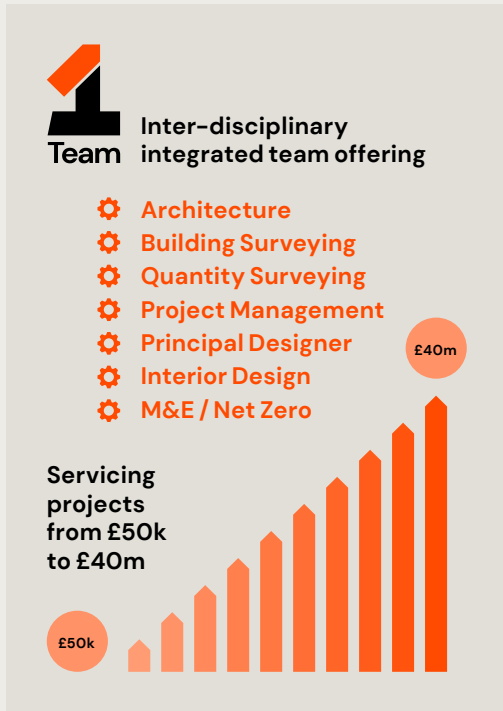


[careers@kendallkingscott.co.uk](mailto:careers@kendallkingscott.co.uk)



[www.kendallkingscott.co.uk](http://www.kendallkingscott.co.uk)

# Stats we're proud of!



**9.3%** staff turnover, compared to national average of 27.4%

**i** Almost 50% of our people started their career with KK as graduates through the KK training Academy and beyond.

60% of our management team came through the Academy.

Average length of service per member of staff is **7.7 years**



Management team with over **750 years** combined experience

We don't stand still. We're always looking for ways to evolve to better support our people and clients.

We have grown **85%** in the last four years

**Built on solid foundations**

Client connections stretching back 20+ years

**86.5%** repeat business

**Organically grown**

We have **88%** first time pass rate within the KK Academy

**1 Team**

**Including you**



[www.kendallkingscott.co.uk](http://www.kendallkingscott.co.uk)



Kendall Kingscott Ltd

