

Role Summary

Foster + Partners is a global studio for sustainable architecture, urbanism, engineering and design, founded by Norman Foster in 1967. The practice was founded on a philosophy of innovation, sustainability and design. Over the years, these values have been central to the creation of many of the world's most iconic buildings and are still at the core of the practice today. Foster + Partners are experiencing a period of exceptional growth and has doubled in size over the last few years.

Over 2,500 colleagues spread over 22 countries enable our success. They are creative, dedicated, and hold deep technical expertise. We are bound together by an inclusive culture rooted in collaboration, collective challenge, and a competitive edge.

Role Purpose

This is a high-impact role for a skilled **Early Careers Recruiter** who can deliver exceptional end-to-end hiring services across multiple areas from Part 1 and 2 Architectural Assistants, graduate structural engineers to visual design interns, and many more roles in between. You'll recruit high value, high volume early careers roles across all our teams. This includes building and fostering relationships with Universities and Architecture Schools. You'll be working at a fast pace, in a creative and adaptable environment.

Most hiring will be London-based, with some international recruitment across our global studios. You'll work closely with hiring managers, HR partners and other TA team members to deliver a seamless, inclusive and forward-thinking recruitment experience that reflects our values and ambition.

Role Definition

Job Title: Recruiter – Early Careers

Reporting To: Talent Acquisition Manager – Early Careers and Architecture

Responsibilities

Early Careers Recruitment

- Deliver early careers recruitment for our global teams, including proactive sourcing, University hiring, and managing our high volume early careers campaigns (specifically for our Part 1 and Part 2 Architectural Assistant roles).
- Build on existing relationships with Architecture Schools, and foster a partnership with them.
- Develop strong partnerships with hiring managers to understand workforce needs and team structures.
- Tailor sourcing strategies to attract top tier talent, with a focus on creativity, quality and fit.
- Conducting first screen portfolio reviews for the Part 1 and Part 2 Architectural Assistant roles.
- Ensure excellent candidate and stakeholder experiences throughout the recruitment lifecycle.
- Plan and deliver campaigns, events and selection processes in line with hiring needs.
- Work closely with L&D and business teams to ensure smooth transitions from offer through onboarding.
- Helping to build brand awareness.
- Travelling across the UK to represent Foster + Partners at events.

Candidate Experience, Market Insight & Collaboration

- Act as an ambassador for Foster + Partners with talent communities.
- Use recruitment data and market insights to inform planning and improve hiring outcomes.

- Collaborate with HR, Marketing and other functions to strengthen employer brand and outreach.
- Champion diversity and inclusion across all recruitment touchpoints.

General

- Contribute, or otherwise assist, 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.
- Thorough knowledge of and compliance with Foster + Partners' procedures and standards.

Qualities and Skills Required

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- A recruiter with proven Early Careers recruitment experience, ideally within the Architecture, Engineering or Built Environment sectors
- Ability to manage fast paced, high volume early careers campaigns
- Skilled in sourcing, selection and stakeholder engagement
- Knowledgeable about early careers hiring trends, and can use this information to help inform hiring decisions.
- Exceptional relationship-builder with confidence working across functions and regions.
- Agile, proactive and organised, able to juggle multiple campaigns and priorities with ease.
- Passionate about brilliant design, talent development and inclusive recruitment experiences.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able 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.
- Able to work as part of an effective team assisting and supporting team members.

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 postholder.