

Role Summary

Foster + Partners is one of the world's leading architecture and design studios, with over 2,500 people worldwide. Known for our innovation, ambition and global impact, we're entering an exciting new phase - reimagining how we attract and engage the brightest talent to shape the future of design.

This is a key role supporting our Talent Acquisition team by coordinating recruitment activities and proactively sourcing high-quality candidates across multiple disciplines. You'll be the operational backbone of recruitment delivery - managing processes efficiently and engaging candidates with professionalism and care. Your sourcing skills will help uncover diverse talent pipelines for our specialist, corporate, early careers, and architecture hires.

You'll be a vital part of the Talent Acquisition team at Foster + Partners - helping us hire brilliant people who will shape the future of design. If you're organised, proactive and passionate about sourcing and recruitment operations, this is a fantastic opportunity to grow your career in a world-class creative environment.

Role Definition

Job Title: Recruitment Coordinator
Reporting To: Talent Acquisition Operations Manager

Responsibilities

Recruitment Coordination

- Manage and optimise the end-to-end recruitment administration process — from posting jobs, screening applications, scheduling interviews to coordinating offer letters and onboarding.
- Act as a primary point of contact for candidates, hiring managers, and external recruitment partners, ensuring clear and timely communication.
- Maintain ATS data integrity, reporting accuracy and compliance with recruitment policies and best practices.

Candidate Sourcing

- Partner with recruiters to understand hiring needs and design targeted sourcing strategies.
- Proactively source candidates using direct sourcing techniques, social media, job boards, and networks.
- Build and maintain talent pools, nurturing relationships with potential candidates for current and future roles across early careers, design, technical and business functions.
- Engage candidate and stakeholders with clarity, care, and attention to detail.
- Assist with diversity sourcing initiatives to support inclusive hiring.

Collaboration & Continuous Improvement

- Work closely with the wider TA team to ensure smooth recruitment workflows and a positive candidate experience.
- Partner with TA Operations Manager to support process improvements, data integrity and system optimisation
- Support employer brand initiatives through candidate engagement and sourcing outreach.
- Identify opportunities to improve recruitment processes and tools to increase inclusivity, efficiency and impact.

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 F+P 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.
- Previous experience in a recruitment coordination, sourcing or talent acquisition support role - ideally within a fast-paced, professional or creative environment.
- Strong organisational skills with the ability to manage multiple tasks and priorities efficiently.
- Proactive and resourceful approach to candidate sourcing and pipeline development.
- Excellent communication skills, with a collaborative and customer-service mindset.
- Familiarity with ATS systems and recruitment tools; high attention to detail and data accuracy.
- Passionate about great candidate experiences and inclusive recruitment practices.
- Data driven, helping to keep systems, reports and processes reliable and up to date.
- 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.