**Trainee Architect**

Do you want to be part of one of the largest residential developers in the UK and to have an opportunity to develop a successful career? This is your chance to join a fantastic Team within TW East Midlands.

We are looking for a team member, planned and organised Trainee Architect, to become equipped with an appreciation of the Company’s overall business and an in-depth knowledge of the design and planning functions within the technical department to fulfil a design and planning role.  Specific detailed training will be provided in all aspects of the Design and Planning process, focusing initially on technologist concepts. Sponsorship through a relevant day release course will be included.

**The Role:**

* AutoCAD work in the preparation of site layouts and annotation
* AutoCAD work in the preparation of street scenes and specific site details
* AutoCAD works in the preparation of specific technical details and house details.
* Planning Submissions and the submission of details to discharge planning conditions
* Building Control submissions and the management of conditions.
* Liaison with site teams and the provision of information as and when requested.
* Prepare Tender Documents, Tender and Selection and appointment of consultant team paperwork.
* Provision of “COINS” orders and payment administration of fees against budgets
* Uploading of information to NHBC portal (Air Tests, Energy Certificates)
* The preparation of as built drawing packages
* The preparation, collating and assembly of production packs and drawings.
* The preparation and organisation of Community Consultations
* The preparation of housing schedules (information schedules) usually on MS Excel.

**The Person:**

* The role may involve travel which requires a full driving licence.
* Experience in the following software packages is desirable, AutoCAD, Sketch-up, MS Office Package, MS Outlook.
* Contribute to the development of the Technical Department
* Efficiency of accuracy of undertaking design details
* Accuracy of logs and records
* Neatness and accuracy of filing
* Team co-ordination and co-operation with others
* Ability to operate under pressure situation

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**