



Candidate Information Pack

Junior Designer



Why this role matters: COEL is strengthening its workplace and interiors design capability. This role is for an ambitious Junior Designer who wants to grow quickly, learn from experienced colleagues and help shape practical, attractive and high-performing commercial interiors for real clients.

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Why now: COEL is strengthening its workplace and interiors design capability as part of a more joined-up One COEL approach to winning work and delivering projects well. This role will help turn client needs into clear, creative and deliverable design outputs, while developing the next generation of design talent within the business.

Executive Summary

COEL is looking for a Junior Designer to join its workplace and interiors design team. This development role is suited to someone with at least 1–2 years' commercial workplace or interiors experience who is ready to build confidence, capability and client exposure within a supportive, high-performing environment.

The successful candidate will support both winning work and live project delivery, helping translate client briefs into clear workplace layouts, presentation material, mood boards, finishes input, furniture plans, technical drawing support and 3D visual communication.

This role will suit a balanced all-rounder with strong potential: creative, organised, technically curious, commercially aware and confident enough to engage with clients while still wanting mentoring, feedback and structured development from the Senior Designer.

Role: Junior Designer | **Reports to:** Senior Designer | **Location:** Cambridge office, with one day hybrid | **Salary:** c. £30,000 depending on experience | **Requirement:** CV and short PDF portfolio

About COEL

COEL is a Cambridge-based commercial design, build, fit-out and workplace delivery business. We create practical, attractive and high-performing workplaces for ambitious regional clients, combining creative thinking with the discipline needed to make projects deliverable.

Our work spans commercial workplaces across the region, including offices, education environments, science and laboratory settings, commercial property and hospitality. We aim to design spaces that support productivity, collaboration, inclusion, wellbeing, efficient use of space and responsible material choices.

COEL is a lean, agile, values-led organisation with a clear focus on performance, collaboration and the One COEL concept. We want people who take ownership, work well across teams and care about the quality of both the idea and the finished outcome.

One COEL means working as one joined-up business rather than as separate departments. For clients, it creates a smoother experience from first conversation through to design, preconstruction, delivery and handover. For colleagues, it means clearer communication, shared ownership and more opportunity to learn from people across the business.

Company Culture, Vision and Values

COEL's culture is built around trust, ownership, collaboration and high standards. For a Junior Designer, that means joining a team that values creativity, practical judgement and the ability to work well with others. Good design at COEL is shaped through client conversations, commercial awareness, technical input, delivery knowledge and a clear understanding of how workplaces need to perform.

- ✓ Creativity with purpose: develop ideas that are attractive, practical and relevant to the client brief.
- ✓ Ownership and reliability: take responsibility for the quality, accuracy and presentation of your work.
- ✓ Collaboration across One COEL: work with design, preconstruction, delivery, furniture, marketing and client-facing colleagues to create joined-up outcomes.
- ✓ Learning mindset: seek feedback, build confidence and keep improving your design judgement, technical capability and client communication.
- ✓ Wellbeing and sustainability: help create workplaces that support people, performance, inclusion and responsible choices.

In this role, living COEL's values means bringing curiosity, care and consistency to each stage of the design process: listening well, asking thoughtful questions, presenting ideas clearly, responding positively to guidance and helping the team turn early concepts into practical, deliverable workplace solutions.



The Role

Headline Information

Job title	Junior Designer
Reporting to	Senior Designer
Location	Cambridge office-based, with one day per week hybrid working a poon completion of probation
Salary	c. £28,000 - 30,000 depending on experience
Portfolio	Short PDF portfolio required with application

Purpose of the Role

To support COEL's workplace and interior design team by turning client needs into clear, engaging and deliverable design outputs. The Junior Designer will contribute to brief development, with a strong focus on translating briefs into 2D layouts, 3D visuals, presentation packs, mood boards, finishes input, furniture planning and practical design information.

The role is split across winning work and live project support. That means contributing to early client conversations and proposals, while also learning how good design decisions carry through into delivery, procurement, buildability and the finished workplace.

Key Relationships and Business Connections

The Junior Designer sits within the Design team but works across the wider business. In the spirit of One COEL, the role connects early client thinking, creative workplace design, commercial proposals and live project delivery, helping ensure ideas are attractive, practical and joined up from first brief through to handover.

Senior Designer Mentoring, review, feedback and day-to-day design guidance.	Junior Designer The creative connector between client needs, workplace ideas, visual communication and delivery.	Design Team Layouts, concepts, 2D and 3D work, finishes and design standards.
Business Development Early client conversations, proposals and design input that helps COEL win the right work.	One COEL Connection Design is shaped with commercial, technical, delivery and client insight — not in isolation.	Preconstruction Scope, budget, programme, buildability and tender alignment.
Project Delivery Site coordination, procurement, delivery learning and successful handover.	Clients and Consultants Meetings, workshops, surveys, listening, questioning and presenting ideas with support.	Furniture / Marketing Furniture planning, finishes, visuals, presentation material and stronger client stories.

What You Will Do

- Prepare and develop workplace layouts, test fits and space planning options.
- Support client presentation packs using PowerPoint and InDesign.
- Develop mood boards, finishes palettes and visual material that help clients understand design intent.
- Produce 2D drawings and support 3D concept work using AutoCAD, SketchUp and related tools.
- Attend client meetings, design discussions, workshops and site surveys with guidance from the Senior Designer.
- Collaborate with Preconstruction, Business Development, Project Delivery, Furniture and Marketing/Bid Support colleagues.
- Support design information that is creative, practical, commercially aware and capable of being delivered well.
- Maintaining the COEL samples and material library and engaging with suppliers. Also being aware of new products.

Development and Progression

This is a mentored development role with real responsibility. You will receive guidance, feedback and quality review from the Senior Designer while being trusted with meaningful work, client exposure and increasing ownership as your confidence grows.

Junior Designer	Designer	Senior Designer
Builds dependable design habits, presentation quality, technical accuracy and client confidence.	Takes greater ownership of design workstreams, client communication and project coordination.	Leads design thinking, mentors others and shapes client-facing workplace solutions.

Person Specification

Essential Experience and Qualifications

- Degree or HND in interior design, workplace design, spatial design, architecture or a closely related field.
- Minimum 1–2 years' experience in commercial workplace or interiors design.
- Experience supporting workplace layouts, presentations, mood boards, finishes or related design outputs.
- Confident using AutoCAD, SketchUp, PowerPoint, InDesign and Photoshop.
- Comfortable working with clients, colleagues, suppliers and project teams in a professional environment.
- Full UK driving licence, with willingness to travel to client sites, surveys and project locations.
- The right to work in the UK

Desirable

- Revit capability or a willingness to develop Revit skills.
- Experience in interpreting a client brief, furniture planning or design-and-build environments.
- Understanding of sustainability, wellbeing, inclusive design and responsible material choices in commercial interiors.
- Awareness of RIBA Stages
- Lab design
- Educational design

Personal Attributes

- A balanced all-rounder: creative, practical, organised and eager to learn.
- Able to combine visual design flair with the detail needed to make designs deliverable.
- Clear communicator who can listen carefully, ask good questions and present ideas confidently.
- Collaborative and values-led, with a One COEL mindset.
- Positive, resilient and open to feedback, mentoring and professional development.

Why Join COEL?

You will join a lean, agile and values-led organisation that aims to perform at a high level while staying collaborative, human and practical. Through the One COEL approach, design, preconstruction, delivery, furniture and support teams work together to create better outcomes for clients and better learning opportunities for colleagues.

- Pension and holiday allowance.
- Healthcare cash plan and wellbeing support.
- Bonus arrangements, subject to company and individual performance.
- Training budget and support for relevant professional memberships.
- Laptop and phone for work use.
- Parking and cycle-to-work support.
- Company socials and opportunities to build strong internal relationships.

Application and Recruitment Process

Applications should be made via the advertised route through the SafeHR portal. Candidates should submit a CV and a short PDF portfolio showing relevant workplace or interiors work, such as layouts, concept development, presentation material, finishes, visualisation or technical examples. The recruitment process is structured in two stages: a first-stage interview on Microsoft Teams, followed by a second-stage in-person interview at COEL.

The first-stage Teams interview will focus on experience, motivation, communication style and initial suitability for the role. The second-stage in-person interview will include a deeper portfolio discussion, a review of design thinking and development potential, and an opportunity to meet members of the One COEL team.

Your portfolio does not need to be lengthy. We are most interested in how you think, communicate and develop design ideas. Please include a small selection of relevant work that shows layouts, visual communication, concept development and, where available, technical or finishes-related examples.

1. Application review — CV and short PDF portfolio → **2. First-stage Teams interview** — experience, motivation and role fit → **3. Second-stage in-person interview** — portfolio discussion, design judgement and meet the One COEL team

COEL is committed to fair and inclusive recruitment. We welcome applications from candidates who meet the essential requirements and can show the potential, attitude and design judgement needed to develop in the role.

If you are developing your career in workplace and interiors design, enjoy both creative concept work and practical delivery, and want to grow in a supportive, client-facing environment, we would be pleased to hear from you.