

Adèkó & Co.

ROLE: **SENIOR INTERIOR DESIGNER**

30/04/2026

FOCUS OF THE ROLE: Hospitality F&B Design
REPORTS TO: Creative Director
MANAGING: : Project Designer, Mid-Weight Designer,
Interior Designer and Graduate Designers
DIRECT REPORTS: Head of Projects
MEETING INVOLVEMENT: Internal & External

COUNTRY: United Kingdom
REGION: London
LOCATION: Hybrid
WORKPLACE: 3.2, Building A4, 10 Monro Way, Design
District, London, SE10 0EJ
CONTRACT TYPE: Fixed-Term Contract
EXPERIENCE: 8-10 Years+

Main Summary Of The Role

Technical Software

- Demonstrate proficient use of AutoCAD, Photoshop, InDesign, SketchUp, MS Suite & Adobe Acrobat Suite

Concept & Design Development

- In conjunction with Creative Director, develop concepts that provide an original, appropriate and effective solution to the creative brief
- Win the confidence of the client and internal team by creating and communicating a clearly defined direction
- Provide information and make suggestions on the availability of suitable FF&E as required.
- Create boards/layout plans in accordance with agreed concepts
- Present and sell concepts and design solutions to client
- Work with designers to prepare, schedule and cost all FF&E specifications

Production Detail & Schematic Design

- Negotiate, coordinate and liaise with suppliers to ensure that all specifications and deliveries are being met on time and on budget and to the best possible quality to meet A&CO standards.
- Schedule and communicate all costs and specifications internally and externally
- Oversee Purchase Orders, specification sheets and control books for all requirements
- Generate alternative solutions as and when problems arise and seek approval from senior designers
- Communicate effectively with key team members and clients on a regular basis
- Research and meet with new suppliers to ascertain suitability and advance the A&CO supplier base.

Implementation & Project Coordination

- Co-ordinate and liaise with contractors, sub-contractors, local authorities and all other relevant personnel
- Prepare and submit planning applications, tender documentation and licensing drawings
- Attend and chair client meetings, provide minutes/contact reports to all attendees
- Ensure quality control through regular site visits and record progress

Handover

- Ensure that final project delivery runs smoothly and that all FF&E and styling requirements are delivered on brief
- Ensure client relationship is maintained and developed
- Oversee professional photography.

Project Management

- Delegate tasks and activities to team members effectively
- Provide regular feedback about performance (both positive and developmental)
- Undertake planned review meetings (during the induction period and annual appraisals)
- Work with direct reports to identify development

Business Development & Marketing

- To support the recognition and development of new business opportunities with new or existing clients
- To assist in pitches and proposals through effective management and facilitation as and when required
- Act as an ambassador for the company 'brand'; striving to raise the company profile in the industry

Key Task & Responsibilities

A breakdown of tasks and responsibilities attributed to the role, described in order of importance.

	Weight tasks & responsibilities
Concept & Design Development	50%
Technical & Detail Drawings	30%
Project Management & Design Management	20%

Studio

TEAMWORK / PEOPLE MANAGEMENT

- Builds good team relationships and is aware of what is happening outside own workflow
- Supports team and management in terms of day-to-day activities
- Works collaboratively with the team, offering support to those who may need it

CLIENT, CONSULTANT, SUPPLIER & EXTERNAL TEAM COMMUNICATION

- Demonstrates politeness and warmth when dealing with external contacts

KNOWLEGE SHARING

- Actively participates in knowledge sharing opportunities

STUDIO CULTURE & VALUES

- Actively engages with the studio culture and values and attends studio wide initiatives and meetings
- Participates in studio wide steering groups
- Actively owns personal development goals and participates in learning & development activities

Staff Benefits

STUDIO

For those who qualify:

Pension Scheme:

- Access to a defined contribution pension plan.

Flexible Working Options including:

- 4-day compressed work weeks
- Part-time roles
- Flextime schedules
- Hybrid working models

Generous Leave Allowance:

- FTE 24 days of annual leave (excluding bank holidays and Christmas closure).
- A day off to celebrate your birthday.
- Up to five paid volunteering days to support causes you care about.
- After 2 years' service, employees receive one extra day of paid annual leave, with one additional day added each year thereafter, up to a maximum of 5 days.

Community and Celebration:

- Social events and seasonal parties to connect with colleagues.
- Weekly presentations from inspiring industry professionals.

Enhanced Work-Life Balance:

- Summer office hours, 15:00 Friday finishes during July and August.

Career Development:

- Opportunities for progression and personal growth as the studio expands.

DESIGN DISTRICT

Creative Communities:

- Join thriving creative communities at Design District
- Attend regular community events and quarterly socials
- Take part in weekly yoga sessions
- Enjoy food and drink discounts at the local Canteen