**Architects Registration Board (ARB)**

**Temporary Architect Board Members x 2**

**Information Pack for Candidates**

**Closing date: 3 November 2025 at 11.59am**



Alan Kershaw, Chair, Architects Registration Board

Dear Candidate

Thank you for your interest in the vacancies on the Architects Registration Board.

Architects play a crucial role in creating a built environment that is safe and sustainable, and where everyone can live well. The Architects Registration Board (ARB) is the independent regulator of the architects’ profession. Established by Parliament as a statutory body through the Architects Act 1997, we are accountable to government. We work to ensure that proper standards within the profession are consistently maintained for the benefit of the public.

It is an exciting time for ARB, and an important one. We are currently in the process of completing the implementation of our ambitious 2022-2026 Corporate Strategy, and are actively working on its next phase, which will see us continuing to take forward our programme of work in pursuit of our vision.  The Board is committed to approaching regulation in a positive and purposeful way so that we play the fullest part we can in responding to key challenges.

Since 2022 the Board has implemented a number of significant reforms which are improving the way we regulate. Our radical changes to the structure and content of the initial education and training of architects is designed to increase access to the profession and strengthen the competencies of newly registered architects. We have introduced a new mandatory model for the continuing professional development of architects, underpinned by legislation in the Building Safety Act 2022, aimed at improving competence across the profession. We are also nearing completion of an organisational transformation programme to modernise our systems, processes and information technology so that we can deliver our statutory functions in a more effective and efficient way, and to make our organisation more accessible to the public and to architects.

We are accountable to Parliament, so the Government normally oversees the appointments processes for all our Board members. But where vacancies arise, our legislation provides ARB with the option of making temporary appointments to the Board for up to two years.

We need now to appoint two temporary Architect Board Members. As a temporary member of the Board you will play a central role in helping to shape and approve ARB’s strategy and policies, holding the executive to account for delivery of our statutory functions. Being a Board Member is a stimulating and fulfilling public service role which provides the opportunity to shape the future of the architects’ profession and enable architects to maximise their impact in shaping the built environment. The role is ideally suited to those who can bring the expertise and experience set out in the role description. ARB is an inclusive organisation and we actively promote equality of opportunity for everybody who works with us. We hope to receive applications from a wide range of individuals across the UK and would particularly welcome candidates from minority backgrounds.

Full details of the role, responsibilities and time commitment are set out in this document, and I hope that you will decide to apply.

More information about the Board can be found on [Home - Architects Registration Board](https://arb.org.uk/)

**About the Architects Registration Board**

The Architects Registration Board (ARB) was established in 1997 by the [Architects](https://www.legislation.gov.uk/ukpga/1997/22/contents) [Act](https://www.legislation.gov.uk/ukpga/1997/22/contents) [a](https://www.legislation.gov.uk/ukpga/1997/22/contents)nd regulates over 40,000 architects.

The law gives ARB a number of core functions:

* To ensure only those who are suitably competent are allowed to practise as architects. We do this by approving the architecture qualifications required to join the Register of architects.
* We maintain a publicly available Register of architects so anyone using the services of an architect can be confident that they are suitably qualified and are fit to practise.
* We set the standards of conduct and practice the profession must meet and take action when any architect falls below the required standards of conduct or competence.
* We set requirements for and monitor the continuous professional development that architects must undertake, to provide assurance to the public about the continuing competence of the profession.
* We protect the legally restricted title ‘architect’.

ARB employs 63 staff, led by a Chief Executive and Registrar who is also ARB’s Accounting Officer, and has an annual budget of circa £10 million. ARB is based in London.

Architects play a vital role in creating a built environment that is safe, sustainable and where everyone in society can live well. There are many challenges to achieving those goals. We know from Dame Judith Hackitt’s report, [*Building*](https://www.gov.uk/government/consultations/building-a-safer-future-proposals-for-reform-of-the-building-safety-regulatory-system/building-a-safer-future-quick-read-guide)[*a*](https://www.gov.uk/government/consultations/building-a-safer-future-proposals-for-reform-of-the-building-safety-regulatory-system/building-a-safer-future-quick-read-guide)[*Safer*](https://www.gov.uk/government/consultations/building-a-safer-future-proposals-for-reform-of-the-building-safety-regulatory-system/building-a-safer-future-quick-read-guide)[*Future,*](https://www.gov.uk/government/consultations/building-a-safer-future-proposals-for-reform-of-the-building-safety-regulatory-system/building-a-safer-future-quick-read-guide)and the publication of the [Phase Two Report from the Grenfell Tower Inquiry](https://webarchive.nationalarchives.gov.uk/ukgwa/20250320032754/https%3A/www.grenfelltowerinquiry.org.uk/phase-2-report), that there is much to be done to truly embed a culture of safety not just in architecture but across all the professions and organisations involved in building and construction. We know from overwhelming scientific evidence the existential challenge society faces in relation to the climate emergency and the need to embed sustainability in all that we do. We also know that a strong and vibrant architecture profession is important for cultural, economic and social reasons.

ARB is in the process of developing a new five year strategy, which will build on our current [Corporate Strategy 2022-26](https://arb.org.uk/about-arb/accountability/5yearstrategy/). We are committed to improving the way we work with the sector, the profession and the public as we build a regulatory model which makes a positive contribution and helps the profession to maximise its potential. ARB is also making significant investment to develop its systems, processes and technology so that our core regulatory functions are working effectively and efficiently.

**ARB’s Values and Behaviours**

All Board members are expected to subscribe to the Seven Principles of Public Life which include:

Selflessness

Integrity

Objectivity

Accountability

Openness

Honesty

Leadership

In addition to the Seven Principles of Public Life, ARB has its own values which apply to all Board and Committee members, employees and associates. These are:

Collaboration

Innovation

Commitment

Valuing each other

All candidates may find the following Government guidance on Non-Executives in Public Bodies a useful resource:[**Public Bodies Non-Executive Directors: Principles and Standards - GOV.UK**](https://www.gov.uk/government/collections/public-bodies-non-executive-directors-principles-and-standards)

**ARB’s Directorates**

The organisation consists of five directorates, in addition to the CEO’s Office, each of which is led by a Director. They include:

* Registration and Accreditation
* Governance and International
* Standards
* Policy and Communications
* Performance and Planning

You can find out more about the Senior Leadership Group, which also includes the Chief Executive and Registrar here: [Senior Leadership Group - Architects Registration Board (arb.org.uk)](https://arb.org.uk/about-arb/the-staff-team/senior-leadership-group/)

**About the role**

**The ARB Board:** The Board’s powers are derived from the 1997 Architects Act and its work is governed by General Rules. As well as the powers to make rules and establish committees, the Board is responsible for:

* providing strategic leadership and direction to ARB
* agreeing its strategy and setting cost-effective plans to implement that strategy
* ensuring that appropriate schemes for delegating and reporting procedures are in place
* reviewing its own performance and effectiveness
* accounting for its actions in appropriate ways, as required by law and good practice

The ARB Board is made up of 11 members, all appointed by the Privy Council. We currently have one independent Non-Executive Chair, five Architect members and five Lay members.

Information about the current Board can be found at <https://arb.org.uk/about-arb/arbs-board-committees/.>

**ARB Committees:**

The **Finance, Risk and Audit Committee** is accountable to the Board and will operate within the framework of relevant governance policies established by the Board. It supports the Board in fulfilling its oversight responsibilities with respect to the organisation’s financial management, risk management and internal controls. The Committee will seek appropriate assurances that ARB is adhering to appropriate governance practices, complying with applicable legislative and regulatory requirements, and is effectively managing its financial and operational risks.

The **Accreditation Committee** considers and makes decisions about the accreditation of UK qualifications required for registration as an architect with ARB. This independent Committee replaces the old Prescription Committee, which had advisory powers only.

The **People Committee** provides advice and recommendations on strategic human resource issues, including ARB’s People Strategy.

**Relationship with UK Government**

Whilst ARB is an independent statutory regulator, the Ministry of Housing, Communities and Local Government (MHCLG) is ARB’s sponsoring Government Department.  ARB and MHCLG have a Framework Agreement which sets out the relationship between the two organisations and responsibilities of each in this context. The Framework Agreement can be found on our website as follows: [Framework Agreement - Architects Registration Board](https://arb.org.uk/about-arb/mhclg/framework-agreement/)

**Temporary Architect Board Member**

**Role Profile and Key Responsibilities**

We are looking to appoint two temporary Board members to fill two architect vacancies on the ARB Board. A campaign for the permanent appointment of the two roles will be undertaken by the Ministry of Housing, Communities and Local Government during 2026.  The permanent appointments will replace the temporary appointments, however we anticipate that the temporary appointments will made for at least six months in the first instance. This is an opportunity for the organisation to enhance the current composition of the Board with a candidate who is able to broaden the range of perspective and experience available within the Board.

Board members have a responsibility to:

* Plays a key role in the development of the organisation’s strategic direction in line with its statutory objectives and functions.
* Actively contributes to the Board’s decision-making process, taking appropriate account of the Architects Act 1997, ARB’s governance requirements, and any guidance provided by the relevant government departments.
* Ensures that the Board operates and exercises its functions in accordance with the highest standards of conduct and probity.
* Contributes to identifying and measuring the impact of the work of the Board.
* Demonstrates and maintains good practice in decision making and that this is appropriately and effectively reviewed to deliver high standards of regulation and propriety.
* Ensures that the collective work of the Board is reviewed and is working effectively.
* Displays and follows the Code of Practice for Board members which is consistent with the Cabinet Office Model Code.

Individual responsibilities include:

* Prepares for and attends all Board meetings, making an active contribution to
* discussions and decision making.
* In the event of unavoidable absence from a meeting, provides comments and
* questions in advance on the relevant papers to the meeting Chair.
* Upholds, models, and promotes the values, behaviours, core policies, objectives and vision of the organisation.
* Provides leadership on equality, diversity and inclusion matters ensuring that this is reflected in all that ARB does.
* Provides leadership on ethical matters, upholding governance standards and respecting confidentiality.
* Ensures the organisation delivers against its Corporate Strategy,
* Participates fully in reviews of the Board’s performance, including individual,
* collective, Chair and peer assessment.
* Participates in annual review processes and attends learning and development opportunities in addition to completing e-learning programmes.
* Establishes and builds effective and constructive working relationships with the Executive, holding them to account for delivering agreed strategic objectives.
* Supports the Executive, whilst respecting the boundaries which exist between executive and non-executive roles.
* Maintains regular contact with the Chair and develops and maintains open and supportive relationships.

**Core Competencies/Behaviours**

**Leadership**

* Understands the role of governance and demonstrates a clear understanding of the statutory role, purpose and the principles underpinning the work of the Architects Registration Board.
* Understands the need to put the protection of the users and potential users of architectural services at the fore of all decision making.
* Actively monitors and drives organisational performance, supporting others to achieve the highest standards of corporate governance, accountability and transparency across all areas of the organisation.
* Understands and applies in practice the distinction between executive and
* non-executive board roles across the organisation.

**Embracing change**

* Plans for, adapts to and works with a variety of situations, individuals and groups.
* Has a positive attitude to change and identifies opportunities to continuously improve performance.
* Assimilates and engages with the detail of complex material in a variety of formats, assimilating information quickly and accurately.
* Assesses risk and promotes risk awareness and its management without being risk averse.

**Communicating and influencing**

* Thinks and communicates constructively, critically, objectively and clearly.
* Can express views succinctly and effectively in a formal Board/Committee meeting
* environment making reasoned and considered contributions.
* Can positively influence others, earning their respect whilst listening to diverse views and respecting collective decisions.
* Promotes ARB’s key messages by supporting a consistent approach to communications as set out in the organisation’s strategy.

**Team working**

* Adjusts their personal style and contribution to the dynamic of the discussion and decision-making process.
* Contributes effectively without dominating to form a consensus with other Board Members when involved in decision making and influences through persuasive evidence-based discussion.
* Respects the need to always maintain confidentiality.
* Builds trust, respect and confidence from fellow Board Members and ARB staff.

**Effective Personal Development**

* Shows a commitment to personal reflection and the process of performance review.
* Actively seeks and responds positively to feedback from others.
* Makes the most of opportunities to expand and develop their knowledge and skills.
* Has an ongoing commitment to equality, diversity and inclusion actively embedding this in the organisation.
* Shows a commitment to the principles enshrined in the Seven Principles of Public Life and has a positive approach to acting in the public interest.

**Essential knowledge and experience for an Architect Board Member**

* Architect members of the Board must be registered with the Architects Registration Board. [Those undertaking initial education and training to become an architect, or who are no longer on the Register for any reason are not eligible.]
* Experience of working within decision making environments in architectural practice, education or academia.  This may also include experience of board or committee roles for example education governor roles, or public sector or charity trustee boards, as well as other governance arrangements.
* Understanding of the impact of regulation on large and small practices as well as industry.
* Experience of working with an executive team to challenge, support and hold them to account for the delivery of the organisation’s strategic aims and objectives.
* Experience of working with others to develop strategies in complex environments, as well as business or regulatory experience.
* Experience of reviewing and discussing large volumes and types of information to in order to make informed and evidenced based decisions.
* Strong commitment to good governance, upholding the Seven Principles of Public Life, ARB’s Values, and a commitment to equality, diversity and inclusion.

**Additional Information:**

**Term of Office**

Temporary appointments are made by the ARB Board, usually for an initial period of 12 months, and may be extended by six months on two further occasions.

**Remuneration:**

The remuneration for this role is £10,000 per annum. This remuneration is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before payment is made. Reasonable expenses will be paid in in accordance with ARB’s Guidance, expenses for travel and subsistence.

**Time Commitment:**

The time commitment will normally be circa 20 days per annum. Board member’s duties include preparing for and attending Board meetings, preparing for and attending committee meetings (where appointed to a committee), participating in reviews of performance and relevant briefing sessions. Whilst most meetings will take place during normal office hours there are occasions where some duties need to be carried out more flexibly.

**Location:**

The ARB’s offices are based in London at 70 Gray’s Inn Road, London WC1X 8NH.  Meetings may however take place in other locations around the UK or via video conferencing.  This position requires the postholder to undertake some travel across the UK and to work unsocial hours on occasion, including some overnight stays and, exceptionally, work at the weekend.

**Nationality:**

You must have a right to work in the UK and there must be no employment restrictions, or limit on your permitted stay in the UK.

**Annual Performance Review:**

Annual performance reviews will apply where a temporary Board Member is in post at the time of the annual reviews.

**Further Information**

We will be running an online Information Session for interested applicants on **22 October 2025 at 12.30pm - 1.30pm and on 30 October 2025 at 9.30am - 10.30am.** We will provide information about the organisation, our role and responsibilities of the Board as well as what we are looking for in an effective Board Member. This is an opportunity for interested candidates to find out further information about ARB and to ask any questions you may have before applying. You are also welcome to submit your questions beforehand. Please email governance@arb.org.uk if you are interested in attending or have any queries.

Shortlisted candidates will be offered the opportunity to meet with the Chief Executive Officer & Registrar online. This is also an opportunity to find out more about ARB and our work, and to raise any further queries prior to the interview.

**How to Apply**

Please submit the required documentation as listed belowvia our online platform **by 11.59am on Monday, 3 November 2025.**

Please to go to the **‘Apply here’** link on our website <https://arb.org.uk/about-arb/arbs-board-committees/vacancies/vacancies-temporary-architect-board-members-x-2/> . You will then need to set up an account on the platform and upload the relevant application documents. You will also be asked to provide Equality, Diversity and Inclusion monitoring information and complete a Declarations of Interest form as part of this process.

**If any part of your application is not provided, we will not be able to take your application forward. Late applications will not be considered.**

**1**.  **Curriculum Vitae** *(maximum 2 pages).* Includeyour education, professional qualifications and full employment history.

**2.** An accompanying **Supporting Letter** *(maximum 2 pages)*. In your covering letter please set out your motivation for wishing to join the ARB Board and explain how you consider your personal skills, qualities and experience provide evidence to your suitability for the role with reference to the essential criteria laid out in the role description and person specification above. We suggest you use specific examples to demonstrate how your potential suitability.   You will be shortlisted against the essential criteria.

**Indicative Timeline**

Note: some timings may be subject to change.

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| Applications open  | **Week Commencing 13 October 2025** |
| Online Information Session   | **22 October 2025 – 12.30pm - 1.30pm****30 October 2025 – 9.30am - 10.30am** |
| Application Closing date   | **3 November 2025 at 11.59am** |
| Opportunity for Shortlisted Applicants to meet ARB’s Chief Executive Officer and Registrar online | **Week commencing 1 December 2025** |
| Interview dates   | **8 and 12 December 2025** |
| Decisions   | **21 January 2025** |