



BLYTH-COLLINSON
INTERIORS

Our design team is growing and we are looking
for a talented Design Manager to join us!

We are currently working a range of beautiful projects in the UK and abroad and are looking forward to welcome a Design Manager.

Role: Experience Design Manager
Location: Central London (currently Clapham South - relocating near Victoria within 2 months)
Hours: Monday–Thursday 08:30–17:30, Friday 08:30–15:30
Type: Full-time, office-based

About the Role

Blyth Collinson Interiors is seeking an organised, experienced and proactive Design Manager to oversee the smooth delivery of high-end residential interior design projects.

This role is central to ensuring projects run efficiently—coordinating teams, managing communication, and maintaining momentum from concept through to completion. You will act as the operational backbone of the studio, working closely with designers, clients, and external consultants to keep projects on track, on budget, and aligned with the design vision.

Key Responsibilities

Project Management & Delivery

- Oversee multiple projects simultaneously, ensuring they progress according to programme
- Maintain and track project timelines, milestones, and deliverables
- Identify risks or delays early and proactively resolve issues
- Ensure all stages of the design and delivery process run efficiently

Coordination & Communication

- Act as a key point of contact between the studio, clients, architects, contractors, and consultants
- Request, track, and manage information required to move projects forward
- Ensure clear, timely communication across all stakeholders
- Follow up consistently to maintain momentum and accountability

Budget & Commercial Oversight

- Monitor and track project budgets, fees, and expenditures
- Support procurement processes and cost control
- Work closely with the design team to ensure design intent aligns with budget constraints
- Flag potential cost overruns and propose solutions

Documentation & Process Management

- Maintain accurate project documentation, schedules, and trackers
- Oversee FF&E schedules, procurement logs, and project records
- Ensure all information is up to date and accessible to the team
- Implement and improve internal processes for efficiency

Studio A, Hillgate Place, London SW12 9ER
www.blyth-collinson.co.uk



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Studio Support & Collaboration

- Work closely with senior designers to support project delivery
- Provide structure and organisation across the studio
- Contribute to a collaborative, solutions-focused working environment

Skills & Experience

- Proven experience in a project management or design management role within interior design, architecture, or a related field
- Strong track record of running projects and keeping them on schedule
- Experience coordinating with consultants, architects, contractors, and clients
- Solid understanding of budgets, procurement, and cost tracking
- Highly organised with exceptional attention to detail
- Confident communicator with strong follow-up skills
- Ability to manage multiple priorities in a fast-paced environment
- Proactive, solutions-driven mindset

Software & Tools

- Proficient in Microsoft Excel (budgets, trackers, schedules)
- Familiarity with project management and procurement tools (e.g. Estimac or similar)
- Working knowledge of design processes and documentation (CAD understanding beneficial but not essential)

About Blyth Collinson Interiors

Blyth Collinson Interiors is a London-based studio specialising in high-end residential interiors across London, the countryside, and internationally. We focus on delivering refined, bespoke design with a strong emphasis on quality, detail, and client experience.

Salary & Benefits

- Competitive salary based on experience
- Early finish on Fridays
- Opportunity to work on high-end, design-led projects
- Collaborative and supportive studio environment

Please do get in touch if you are keen to hear more about this role
admin@blyth-collinson.co.uk