

Advancing Net Zero - Projects Manager

Company Overview

UK-GBC is an industry-led network with a mission to radically improve the sustainability of the built environment. It is a charity with over 400 member organisations spanning the entire value chain, we represent the voice of the industry's current and future leaders who are striving for transformational change.

We inspire, challenge and empower our members, helping them to identify and adopt the most sustainable, viable solutions. We also engage our members in advocating a progressive message to government, informing and influencing policy.

Our vision is a built environment that enables people and planet to thrive by:

- Mitigating and adapting to climate change
- Eliminating waste and maximising resource efficiency
- Embracing and restoring nature and promoting biodiversity
- Optimizing the health and wellbeing of people
- Creating long-term value for society and improving quality of life

Advancing Net Zero programme

The Paris Climate Agreement established a global commitment to limit increases in global temperatures well below 2°C which will mean decarbonising the global economy by the second half of this century. To meet this challenge the World Green Building Council (WorldGBC) launched the global Advancing Net Zero Campaign in 2016 which is calling for a net zero carbon built environment. The campaign has set targets for all buildings to be net zero carbon in operation by 2050 and all new buildings to meet this standard by 2030.

UKGBC has launched a major new Advancing Net Zero programme to help drive this transition in the UK. The programme will develop consistent approaches for the measurement, mitigation and reporting of in-use energy performance and whole-life carbon emissions. The use of these approaches will then be encouraged within voluntary commitments, rating tools and policy frameworks. This will involve facilitating consensus across the industry on what are appropriate methods for rapidly advancing towards genuinely net zero emissions and then advocating their use to the wider industry and government bodies.

Programme activities:

- Facilitate an industry-led framework of principles for Net Zero Carbon Buildings
- Produce guidance for Commercial Real Estate companies on accounting for whole-life emissions with Scope 3 reporting
- Encourage the adoption of the Net Zero Carbon Buildings Commitment by businesses and regional authorities
- Host a European Advancing Net Zero summit to share national approaches to net zero carbon
- Collate case studies and best practice examples of net zero carbon buildings and business commitments

Job Description

Job title	Projects Manager – Advancing Net Zero
Department	Policy & Advocacy
Line Manager	Senior Policy Advisor
Location	UKGBC offices, London

Purpose of job	Scope of job (dimensions)	
Manage key projects under the UKGBC Advancing Net Zero programme. Mainly industry focused, but also involving engagement with national and local government.	People (eg. headcount)	Reporting to role: 0 Same job title holders: 0 Team members: 4 (not incl consultants)
	Financial (eg. budget)	No direct budget responsibility but contribute to the management of annual budget circa £100,000

Principal Accountabilities (e.g. key responsibilities and projects)
<ul style="list-style-type: none"> • Work closely with the Senior Policy Advisor to manage and deliver projects and task groups under the Advancing Net Zero programme • Carry out stakeholder engagement – government (national and local), industry/UKGBC membership and other professional, trade and NGO groups through face to face meetings, email and online communications and good contacts management (including use of Salesforce) • Facilitate workshops and small working groups • Write content for and deliver high quality reports and outputs that account for the diverse viewpoints of stakeholders • Present and support advocacy on Advancing Net Zero at external events and meetings • Support reporting processes with partners, funders and other supporters • Plan and provide logistical support to the delivery of events and workshops including a major European Summit in 2019 • Liaise with WorldGBC and other national GBCs involved in the global Advancing Net Zero campaign • Manage the collation of relevant case studies and best practice examples from businesses and construction projects

Decision making authority (eg strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls)
<p>Without reference</p> <ul style="list-style-type: none"> • Project management administration • Undertaking research • Engaging with members • Networking activities <p>With reference</p> <ul style="list-style-type: none"> • Deciding project scope and activities • Sourcing funding for projects • Delivering project outputs

Key competencies	
Essential	Desirable
<p>Ability to work collaboratively as part of a team</p> <p>Project management capabilities with ability to juggle multiple projects/activities and maintain tight deadlines, organisational skills and excellent attention to detail</p> <p>Relationship-building & interpersonal skills</p> <p>Strong communication skills both verbal and written, including presentational skills</p> <p>Facilitating discussion of diverse viewpoints and brokering agreement</p> <p>Analytical skills</p> <p>Ability to translate often complex sustainability information</p> <p>Confident and self-motivated, with good use of initiative</p> <p>High level of competence in using standard software packages (MS Word, Powerpoint, Excel, Adobe Acrobat etc), and other digital platforms (Cisco, Articulate etc.)</p> <p>Commitment to UKGBC mission and values</p>	

Knowledge, experience and qualifications (<i>minimum requirements for the job</i>)	
Essential	Desirable
<p>Educated to degree level or equivalent experience</p> <p>At least 5 years relevant experience</p> <p>Keen interest in and experience of carbon and energy issues in the built environment</p> <p>Confidence in dealing with technical aspects of carbon reduction policy & practice</p> <p>Proven project management experience</p>	<p>Experience of building environmental assessments</p> <p>Knowledge of issues relating to the whole life carbon assessment of buildings</p> <p>Experience of corporate environmental targets and reporting</p> <p>Experience of Salesforce or a similar CRM system.</p> <p>Event management experience</p>

Terms & Conditions

Place of Work: Building Centre, 26 Store Street, London WC1E 7BT

Hours of work: 37.5 hours; normally 9am – 5.30pm

Holidays: 28 days per annum pro rata, plus public holidays, plus 3 days Xmas closure

Salary & benefits: Competitive package commensurate with the applicant's experience, includes enhanced pension contributions and health plan.

Length of contract: Fixed term contract up to 31 March 2020

Start date: ASAP