Advancing Net Zero - Projects Manager

**Company Overview**

UKGBC 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 2ºC 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 is running a major 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:

* Development of targets and guidance for an industry-led framework of principles for Net Zero Carbon Buildings
* 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**

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

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| **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 |

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| **Principal Accountabilities (e.g. key responsibilities and projects)** |
| * 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 working groups * Write content for and deliver high quality reports and outputs that account for the diverse viewpoints of stakeholders * Present and advocate for Advancing Net Zero at external events and meetings * Undertake reporting processes with partners, funders and other supporters * Work with colleagues to plan and deliver 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 |

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| **Decision making authority (eg strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls)** |
| **Without reference**   * Project management administration * Undertaking research * Engaging with members * Networking activities   **With reference**   * Deciding project scope and activities * Sourcing funding for projects * Delivering project outputs |

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

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| **Knowledge, experience and qualifications *(minimum requirements for the job)*** | |
| **Essential** | **Desirable** |
| Educated to Masters level or equivalent experience  Proven experience engaging and managing a diverse range of stakeholders  At least 5 years experience related to the sustainable design and operation of buildings  Confidence in dealing with technical aspects of carbon reduction policy & practice  Proven project management experience | Experience working with green building councils  Experience with environmental assessments for buildings  Experience of corporate environmental targets and reporting  Experience of Salesforce or a similar CRM system  Event management experience  Knowledge of issues around the measurement and mitigation of carbon impacts from the built environment |

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**: 23 September 2019