Job Description

Sustainability Advisor

General

As a highly respected and growing organisation, the UK Green Building Council (UKGBC) strives to create impact within the sector, with its member organisations and individuals who work within these organisations. Delivering outstanding value to members is core to the success of UKGBCs mission and financial stability. This role will play an important role in cultivating existing and new member relationships and sourcing leading edge sustainability insight for members.

UKGBC is committed to increasing awareness, understanding, skills and sharing best practice in pursuit of a shared vision of a sustainable built environment. Our current Learning and Development (L&D) programme is designed to be multi-disciplinary, flexible and accessible, combining both virtual and face-to-face learning.

The Learning & Development programme aims to further UKGBC's mission to achieve the following ambitions:

- Raise awareness of sustainability amongst all built environment professionals
- Deepen technical knowledge and application of green building practices
- Drive business transformation through customised learning solutions

The Sustainability Advisor role offers the opportunity to play an active part in influencing and delivering UKGBC's learning and development programme, and ultimately drive sustainable performance across the sector. The role supports the ongoing delivery of the UKGBC's Learning and Development programme, and in particular focuses on developing and delivering bespoke sustainability learning for member organisations.

Part 1 - 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

Part 2 Job Description

Job title	Sustainability Advisor
Department	UKGBC Education and Leadership
Line Manager	Head of Leadership and Learning
Location	Central London (Bloomsbury)

Purpose of job	**Scope of job (dimensions)**

Job Description

The purpose of this role is 3 fold: **1.** Ongoing engagement with UKGBC members to ensure they derive maximum value from UKGBC activities **2.** Research and curate insights and trends in sustainability in the built environment. **3.** Develop and deliver customised sustainability learning for the L&D bespoke programme to meet built environment professional needs in relation to knowledge, skills and behaviours.	**People (eg. headcount)**	No direct reports, integral part of a education and learning team of 4, with dotted line to membership team
	Financial (eg. budget)	No budget responsibility but contributes to the break-even of annual budget circa £75,000
	Other	Permanent staff member

Principal Accountabilities (e.g. key responsibilities and projects)
The Sustainability Advisor will take on the following responsibilities, which are fundamental to the ongoing maintenance and delivery of a first class UKGBC L&D programme and Insights Unit: Member Engagement 1. Key account manager for a number of UKGBC members to ensure that they attain value and regularly engage with UKGBC activities, championing UKGBC mission, vision and key activities in selected built environment sustainability events / meetings 2. Proactive member engagement to extend our reach with mainstream professionals and promote UKGBC activities (including the L&D programme and Insights Unit), to pursue and convert bespoke work with members for customised learning solutions Insights Unit 3. Research and curate high quality future insights into sustainability in the built environment related to 'business case', 'innovation' and 'practical best practice solutions' for the UKGBC impact areas 4. Develop, test and launch a solution to share insight content initially as a pilot and ultimately as a valued ongoing benefit for members. 5. Establish quality standards and investigate partnerships for the insight content Learning and Development 6. Take responsibility for delivering bespoke learning programmes for specific members once contracts are secured 7. Design customised learning offerings based on learning needs of members 8. Develop sustainability content for bespoke learning programmes, 9. Ensure latest trends and insights from the insights unit are fed through the learning portfolio 10. Facilitate and deliver sustainability content for bespoke and standard courses

Decision making authority (eg strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls
• Alignment with UKGBC strategy and member needs for delivery • Cross team collaboration for different methods of delivery of content • Built Environment sustainability trends and insight analysis • Methodologies for measuring and reporting on impact • Quality assurance for delivery of insight content, and courses

Job Description

Key competencies	
Essential	**Desirable**
• Strong sustainability competences in the built environment - with technical knowledge • Strong commercial acumen about the business case for and commercial solutions to support a sustainable built environment • Excellent presentation, facilitation and relationship-building skills • Excellent communication skills, both written and verbal, ability to communicate in a concise, inspiring and powerful way • Project management capabilities with ability to juggle multiple projects/activities and maintain tight deadlines, organisational skills and excellent attention to detail • Confident and self-motivated, with good use of initiative • Ability to work as part of a small and dynamic team, committed team player with a flexible approach • High level of competence in using standard software packages (MS Word, Powerpoint, Excel, Adobe Acrobat etc) • Ability to produce documents to a professional standard	• Technical education / work background (architecture, surveyor, engineering..)

Knowledge, experience and qualifications *(minimum requirements for the job)*	
Essential	**Desirable**
• Educated to degree level or equivalent experience • Minimum of 5years' experience of working in the built environment, either industry, government or other stakeholder group • Proven technical background in sustainability and environmental management • Understanding of socio-economic dimensions of a sustainable built environment	• Experience and knowledge of Adobe Creative Suite including InDesign • Experience of Salesforce or a similar CRM system. • Some travel within the UK will be required

Version July 2019

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 experience, includes enhanced pension contributions, development opportunities and health plan.
Length of contract: Permanent
Start date: October 2019