

Job Description

Local Network Coordinator: Bristol & the South West

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

Job Description

UKGBC has a vacancy for a Local Network Coordinator in Bristol & the South West, and is seeking a pro-bono secondment arrangement for this position, following a successful two years of such an arrangement.

We know that organisations are making challenging decisions to furlough staff over the coming months. For individuals who suddenly find they have more capacity, we'd be delighted to hear from you if you're interested in supporting our mission – to radically improve the sustainability of the built environment.

Job title	Local Network Coordinator (Bristol & the South West)
Department	Policy & Advocacy
Line Manager	Director of Policy & Places
Location	Bristol/South West
Hours	Minimum 0.5-1 day per week (with full flexibility)
Term	ASAP to 31 March 2021, with potential for renewal

Purpose of job	Scope of job (dimensions)	
To help UKGBC grow its activities and capacity in a key city-region, enabling a local network of members to access core UKGBC projects and programmes, and to shape locally-driven content in support of our mission.	People (eg. headcount)	n/a
	Financial (eg. budget)	Delivery against pre-agreed, limited budget for events & activities
	Other	

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Principal Accountabilities
<ul style="list-style-type: none"> Help shape the development of and lead the delivery of local UKGBC events, with support from the central UKGBC team Help UKGBC grow the local network, raise its profile and recruit new members Play a key role in supporting ongoing management of the local network through email communications and contact management Support the adaptation and tailoring of core UKGBC content locally (i.e. policy, research, education, communications etc) and help disseminate that content as widely as possible Support engagement and advocacy with local or combined authority (e.g. contributing to local policy consultations) Help strengthen UKGBC relationships with professional institutions, trade bodies, academic institutions and other key stakeholders locally

Key competencies	
Essential	Desirable
<p>Ability to work both independently as a self-starter, and collaboratively as part of a geographically dispersed team</p> <p>Excellent project management and organisational skills and attention to detail</p> <p>Relationship-building & interpersonal skills</p> <p>Communication skills both verbal and written</p> <p>Equally confident and comfortable whether engaged in 'high level' networking with senior industry and political figures, or 'low level' administration and contacts management.</p>	<p>Ability to use social media to build and engage networks</p> <p>Ability to interpret built environment trends & opportunities</p> <p>Confidence taking part in panel discussions or other speaking opportunities</p> <p>Analytical skills (e.g. ability to interpret and engage with local policy)</p>

Knowledge, experience and qualifications (<i>minimum requirements for the job</i>)	
Essential	Desirable
<p>Passion for sustainability</p> <p>Knowledge of the property and construction sector in given location</p>	<p>Interest in local policy & politics</p> <p>Degree or equivalent experience in relevant field</p> <p>Experience of event organisation/management</p>

How to apply: Please contact John.Alker@ukgbc.org to discuss directly

April 2020