

Job Description

Intern

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

General

We have an opening for a passionate and positive individual to help us with our mission to radically improve the sustainability of the built environment. The majority of time (see split below) will be spent supporting UKGBC's biggest programme - Advancing Net Zero - which has a dedicated team of four members of staff. This is an exciting time to be work on a high profile project, which is gaining real traction across private and public sector. The remainder of time is split between support for another of UKGBC's major programmes - on Social Value - and contributing to UKGBC's member engagement and recruitment.

The ideal candidate will be passionate about sustainability, have strong research and administration skills, a positive, can-do attitude and thrive in a busy - albeit currently virtual - working environment. You will be reporting to the Senior Manager - Advancing Net Zero and Director of Operations and Membership.

This a 6 month internship which may lead to further employment being offered by UKGBC. Interns at UKGBC must be over 18 and either be in full time study (Diploma, Degree, Masters, PhD etc), or within 2 years of graduation, and be legally allowed to work full-time.

Part 2 - Job Description

Job title	Intern
Department	Policy & Advocacy / Operations & Membership
Line Manager	Senior Manager - Advancing Net Zero
Location	UKGBC office, The Building Centre, WC1E 7BT

Purpose of job	Scope of job (dimensions)	
To support on UKGBC projects and programmes (Advancing Net Zero and Social Value), and membership engagement through research and administration tasks.	People (eg. headcount)	No direct reports
	Financial (eg. budget)	No direct budget responsibility

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	Other	6 month fixed term contract
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Principal Accountabilities (e.g. key responsibilities and projects)
<p>Advancing Net Zero programme (60% of time) and Social Value programme (15% of time)</p> <ul style="list-style-type: none"> • Conduct desktop research, analyse findings and draft written outputs • Carry out administrative tasks, including using Salesforce, Excel, PowerPoint. • Engage with members and other stakeholders via phone, email and meetings • Assist in running roundtables, workshops, steering committees and other UKGBC events • Support marketing and communications by preparing distribution lists, email content etc <p>Membership engagement (25% of time)</p> <ul style="list-style-type: none"> • First point of contact for all new member enquiries via UKGBC website, emails or otherwise • Lead for coordinating all the content for every element of membership collateral so that it is up to date at least on a quarterly basis • Work closely with the Member relations and CRM manager and leadership team to exploit membership data to improve member engagement and ensure timely fee payments • Organise and attend meetings with existing members and prospects with senior colleagues

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"> • Website membership content tasks • CRM membership admin management • Trend and insights analysis • Research activities <p>With reference:</p> <ul style="list-style-type: none"> • Detailed project plans • Project management administration • New membership relation building ideas or initiatives

Key competencies	
Essential	Desirable
<ul style="list-style-type: none"> • Analytical thinking • Good attention to detail • Able to deliver tasks efficiently and on time • Competent use of standard Microsoft Office programs including Word, Excel and PowerPoint • Good communication skills, both verbal and written 	<ul style="list-style-type: none"> • Experience of Salesforce • Trained in digital research methods

Knowledge, experience and qualifications (minimum requirements for the job)	
Essential	Desirable

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<ul style="list-style-type: none"> • Relevant undergraduate degree in sustainability or related areas • Native level english speaking and writing • Strong academic record • Strong interest in sustainability and/or built environment 	<ul style="list-style-type: none"> • Studied environmental and/or social impact • Knowledge of construction and property sector • Some client management experience
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Terms & Conditions

Place of Work: Building Centre, 26 Store Street, London WC1E 7BT (all staff currently working remotely)

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: £404 per week (37.5 hours multiplied £10.75/hr, the current “London Living Wage”)

Length of contract: 6 months fixed term, with possibility to extend

Start date: ASAP