

Programme Manager – COP26

The role

COP26, the UN Conference on Climate Change, is taking place in Glasgow in November. It is a crucial milestone for governments, cities, businesses and civil society as we tackle the global challenge of climate change.

The UK Green Building Council is playing a very active role in the run-up to and during COP26, including acting as secretariat to an industry-wide coalition to deliver a ‘Built Environment Virtual Pavilion’, as well as delivering numerous events, coordinating a group of ‘ambassadors’ and various other activities – many of them in partnership with the World Green Building Council.

We are seeking a part-time Programme Manager - with brilliant organisational skills, a keen eye for detail, a flair for communications, strong stakeholder relations experience and a passion for climate action - who can support the UKGBC team in delivering these activities.

It is a 2-4 days per week position (depending on candidate availability) and could be filled via a short-term employment contract, or a freelance consultancy basis. Through until December 2021.

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

Job Description

Job title	Programme Manager
Department	Policy & Places
Line Manager	Policy & Places
Location	Anywhere in UK

Purpose of job	Scope of job (dimensions)	
To provide programme management support for UKGBC’s wide-ranging activities in relation to COP26	People (eg. headcount)	n/a
	Financial (eg. budget)	n/a
	Other	

Principal Accountabilities (e.g. key responsibilities and projects)	
<p>Central coordination</p> <ul style="list-style-type: none"> Lead and maintain a central project planning tool for all UKGBC COP activities, and related key milestones and events – helping to ensure activities are joined up across the team and with other stakeholder groups, avoiding duplication and consolidating efforts. 	
<p>Virtual Pavilion</p> <ul style="list-style-type: none"> Act as Project Manager for the Built Environment Virtual Pavilion, setting and delivering against a critical path with key milestones and actions. In conjunction with UKGBC team and partners, set agenda for and attend all steering group and working group meetings, actively contributing in respect of practical delivery of the Pavilion. Manage the selection process for 3rd party providers (e.g. tech platforms) and external partners on a range of issues related to the delivery of the Virtual Pavilion. Oversee the successful development of the Pavilion through extensive liaison with all relevant stakeholders and measure success against pre-identified indicators. 	
<p>Other COP events – virtual or in-person</p> <ul style="list-style-type: none"> Work with the UKGBC events team and other partners on the delivery of COP26-related events, in particular in Glasgow at COP itself, should the conference go ahead in-person as planned. Liaise closely with WorldGBC to support UKGBC’s involvement in Cities and Built Environment Day. Liaise with respective UKGBC teams/departments to help ensure smooth delivery of events and wider communications in relation to key projects and workstreams (e.g. Whole Life Carbon Roadmap project). 	
<p>UKGBC’s Climate Ambassadors</p> <ul style="list-style-type: none"> Support the CEO and a group of senior leaders acting as COP26 ‘climate ambassadors’ with the provision of various resources and information to enable them to fulfil their roles effectively, including ensuring that their duties and opportunities are integrated into the wider UKGBC COP26 plan. 	

Key competencies	
Essential	Desirable
<ul style="list-style-type: none"> Excellent planning, organisational and project management skills Excellent communication skills - written, verbal and presentation A self-starter with independent judgement and work planning, also able to work well as part of a team Emotional intelligence and an aptitude for developing and maintaining strong stakeholder relationships Enthusiasm and resilience Commitment to UKGBC mission and values 	<ul style="list-style-type: none"> An eye for architectural design Keen interest in technology, with basic understanding of VR, digital twins, virtual conferencing platforms etc.

Knowledge, experience and qualifications (minimum requirements for the job)	
Essential	Desirable
<ul style="list-style-type: none"> Track record of high quality project management 	<ul style="list-style-type: none"> Some experience of international climate negotiations and summits – COP or other Knowledge and experience of sustainability in the built environment

Job Description

<ul style="list-style-type: none"> • Experience of delivering major events and multi-media marketing and communications campaigns • Experience of multi-stakeholder projects • Interest in sustainability and climate action in particular 	<ul style="list-style-type: none"> • Experience of working with (or for) other key stakeholder groups in the built environment/net zero space • Experience of using Salesforce • Public affairs/policy experience
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Terms & Conditions

Place of Work: Anywhere in UK

Hours of work: Equivalent of 3-4 days per week on average – can be worked flexibly

Length of contract: Until December 2021

Start date: ASAP

Apply now by sending clara.sibaud@ukgbc.org a copy of your CV and a covering email of no more than 250 words, with the earliest date you could start and day rate/salary expectations. Applications will be assessed as soon as they are received, until the suitable candidate has been appointed.

UKGBC is committed to providing equality opportunities to all existing and prospective employees. We aim to be inclusive to everyone regardless of ethnicity, religious beliefs, gender, marital status, age, disability, sexual orientation or political beliefs'.