

## Officer – Circular Economy

### The role

This new position within the UKGBC team focuses on working with businesses to transition the built environment industry to a circular economy. You will work with senior colleagues to deliver a range of activities and outputs associated with UKGBC's Circular Economy programme and the pan-European CIRCulT project.

We are looking for an individual who has experience working on circularity, waste, and resources, preferably within the property and construction sector. You will be passionate about sustainability, have strong research and administration skills, be able to manage stakeholder relationships, and have a positive, can-do attitude.

The role has scope for the successful candidate to truly make their mark within the organisation and the industry and be provided with the opportunity to work and grow as part of a dynamic team and working environment.

### 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 500 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

<b>Job title</b>	Officer – Circular Economy
<b>Department</b>	Business Transformation
<b>Line Manager</b>	Director of Business Transformation
<b>Location</b>	Anywhere in UK, but with requirement to spend agreed amount of time in UKGBC office in London. (Currently fully remote working due to Covid-19).

Purpose of job	Scope of job (dimensions)	
To support the delivery of UKGBC projects focussed on circular economy, through research, writing, administration, and stakeholder engagement.	<b>People (eg. headcount)</b>	No direct reports
	<b>Financial (eg. budget)</b>	No budget responsibility
	<b>Other</b>	1 year fixed term contract

## Job Description

### Principal Accountabilities (e.g. key responsibilities and projects)

#### Circular Economy projects

- Run the Circular Economy Live Projects Forum, including leading on planning, stakeholder engagement, and identification of outputs
- 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, meetings, and email
- Facilitate roundtables, workshops, steering groups and other UKGBC events
- Support marketing and communications by preparing distribution lists, email content etc
- Act as one of a number of topic experts on circular economy, responding to colleagues, members, and external stakeholders
- Present and represent UKGBC at external events and meetings
- Assist with regular financial and KPI reporting to external funders

#### UKGBC team activities and personal development

- Take part in regular meetings related to UKGBC operations and workstreams
- Champion the organisational culture and the UKGBC Way (values into action framework) by adopting a solutions-driven, positive, and efficient attitude.
- Upskill the team drawing upon personal experience on relevant topics and capabilities
- Demonstrate agility and flexibility to perform duties that may be outside core accountabilities.

### Decision making authority (eg strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls)

#### Without reference

- Internal & external stakeholder engagement meetings
- Internal briefings

#### With reference

- Detailed project and activity plans
- External communications
- Expenditure

### Key competencies

#### Essential

- 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
- Very good written and verbal communication skills, in both virtual and face to face environments.
- Ability to facilitate sessions with a wide spectrum of stakeholders, both in person and on-line
- Excellent planning, organisational and project management skills

#### Desirable

- Knowledge of the UK property and construction industry
- Ability to communicate complex ideas in engaging ways

## Job Description

<ul style="list-style-type: none"> <li>• A self-starter with independent judgement and work planning, also able to work well as part of a team</li> <li>• Emotional intelligence and an aptitude for developing and maintaining strong stakeholder relationships</li> <li>• Flexibility and adaptability, with experience in fast-paced environments</li> <li>• Enthusiasm and resilience</li> <li>• Commitment to UKGBC mission and values</li> </ul>	
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Knowledge, experience and qualifications ( <i>minimum requirements for the job</i> )	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Knowledge and experience of circular economy/waste/resources in the built environment</li> <li>• 1 to 3 years of relevant work experience</li> <li>• Experience of building client/stakeholder relationships</li> <li>• Business proficient english speaking and writing</li> <li>• Strong academic record</li> <li>• Strong interest in sustainability and built environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Salesforce</li> <li>• Experience of multi-stakeholder projects</li> <li>• Experience of project management</li> <li>• Degree in relevant subject</li> </ul>

### Terms & Conditions

**Place of Work:** Anywhere in UK, but with requirement to spend agreed amount of time in UKGBC office in London. (Currently fully remote working due to Covid-19).

**Hours of work:** 37.5 hours; normally 9am – 5.30pm

**Holidays:** 28 days per annum pro rata, plus 3 days Xmas closure, plus public holidays

**Salary & benefits:** circa £25,000 to 28,000 pa (depending on experience), enhanced pension contribution, Bupa cashback scheme

**Length of contract:** 12 months with the potential to be made permanent

**Start date:** Immediately

*UKGBC is committed to providing equal 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.*

### Sounds great?

Apply now by sending [alastair.mant@ukgbc.org](mailto:alastair.mant@ukgbc.org) a copy of your CV and a covering email explaining in no more than 250 words why you would be amazing in this role and the earliest date you could start. Applications will be assessed as they arrive, with early interviews scheduled.