Project and Policy Coordinator

**Company Overview**

UKGBC is an industry-led network with a mission to radically improve the sustainability of the built environment. 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

About the role

This a 6 month fixed term role, to work primarily with the Policy team at UKGBC, providing research and administrative support for two key areas of our work, which are closely related. This section provides more information about the two key work areas. Principal accountabilities and experience required are covered further below.

1. UKGBC Advancing Net Zero programme (average 3 days/week)

The Paris Climate Agreement established a global commitment to limit increases in global temperatures well below 2ºC which will mean decarbonising the global economy by the second half of this century. To meet this challenge the World Green Building Council (WorldGBC) launched the global Advancing Net Zero Campaign in 2016 which is calling for a net zero carbon built environment. The campaign has set targets for all buildings to be net zero carbon in operation by 2050 and all new buildings to meet this standard by 2030.

UKGBC has launched a major new Advancing Net Zero programme to help drive this transition in the UK. The programme will develop consistent approaches for the measurement, mitigation and reporting of in-use energy performance and whole-life carbon emissions. The use of these approaches will then be encouraged within voluntary commitments, rating tools and policy frameworks. This will involve facilitating consensus across the industry on what are appropriate methods for rapidly advancing towards genuinely net zero emissions and then advocating their use to the wider industry and government bodies.

1. **UKGBC’s wider (national) policy & advocacy activities (average 2 days/week)**

UKGBC has a long track record of working constructively with government and Parliamentarians, to inform and influence national policy. UKGBC works on a range of policy topics across the built environment and uses a variety of activities to achieve change, including roundtables and workshops, one-to-one meetings with Parliamentarians and Government representatives, written communications and reports, social media campaigns etc.

**Job Description**

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| **Job title** | Project & Policy Coordinator |
| **Department** | Policy & Advocacy |
| **Line Manager** | Senior Policy Advisor |
| **Location** | UKGBC offices, London |

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| **Purpose of job** | **Scope of job (dimensions)** | |
| To support UKGBC’s policy and advocacy work, and specifically the Advancing Net Zero programme. Undertake research and administrative tasks and engage with members in relation to Advancing Net Zero projects, including on the topics of climate change, operational and embodied carbon and energy efficiency. | **People (eg. headcount)** | Reporting to role: 0  Same job title holders: 0  Team members: 4 |
| **Financial (eg. budget)** | No direct budget responsibility |
| **Other** | 6 month fixed term contract |

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| **Principal Accountabilities (e.g. key responsibilities and projects)** |
| * Provide administrative support around a range of meeting types, including setting dates, inviting and coordinating with attendees, taking notes, distributing materials before and after etc Support the planning and delivery of larger events and workshops, including providing input into content * Manage records and contact lists on the Salesforce Content Management System * Research and collate evidence and information for case studies and best practice examples for the Advancing Net Zero programme * Research and collate content on different topics to support UKGBC public affairs activites such as reports, consultation responses and member communications, including the monthly UKGBC policy newsletter * Support colleagues in arranging meetings with parliamentarians, officials and stakeholders, including liaising with MPs’ offices, and taking part in some of those meetings |

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| **Decision making authority (eg strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls** |
| **Without reference**   * CRM administration & updates * Research activities   **With reference**   * Project management administration * Delivering project outputs |

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| **Key competencies** | |
| **Essential** | **Desirable** |
| Organisational skills  Good attention to detail  Able to deliver tasks efficiently and on time  Communication skills both verbal and written  Ability to work collaboratively as part of a team  Competent use of standard Microsoft Office programs including Word, Excel and PowerPoint  Commitment to UKGBC mission and values | Competent use of standard social media tools |

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| **Knowledge, experience and qualifications *(minimum requirements for the job)*** | |
| **Essential** | **Desirable** |
| Degree or equivalent experience in relevant field  Strong interest in sustainability and/or built environment  Proven experience of undertaking detailed desk-based research  Knowledge of UK politics and politicial system | Knowledge of construction and property sector  Experience of Salesforce or a similar CRM system  Trained in qualitative, quantitative and digital research methods |

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**: £440 per week (£22,880 per calendar year), plus enhanced pension contributions  
**Length of contract**: 6 months with possibility to extend   
**Start date**: ASAP