**Title:** Health and Wellbeing Programme Lead

**Location:** London, UK

**Salary:**  London £38,000 - £42,000

**Type of Position:** Permanent or 2-year Contract

**About the World Green Building Council**

The World Green Building Council (WorldGBC) network catalyses the uptake of sustainable buildings for everyone, everywhere. Transforming the building and construction sector across three strategic areas — climate action, health & wellbeing, and resources & circularity — we are a global action network of around 70 Green Building Councils (GBCs) around the globe. As members of the UN Global Compact, we work with businesses, organisations and governments to drive the ambitions of the Paris Agreement and UN Global Goals for Sustainable Development. Through a systems change approach, our network is leading the industry towards a net zero carbon, healthy, equitable and resilient built environment.

**About the Programme – Health & Wellbeing**

The Health & Wellbeing Programme, and its Better Places for People project, is a global initiative of the World Green Building Council network which drives thought leadership and supports GBCs and their member companies to increase the demand and supply of sustainable buildings that enhance health, wellbeing and productivity of the people within them.

The ultimate goal of the programme is first and foremost to advance sustainable buildings, proving their business case by demonstrating their positive impact on health, wellbeing and even productivity. The ideal candidate can grasp this subtlety and build it into every activity they undertake.

The programme currently collects and disseminates research and thought leadership presented in a variety of ways, including blogs, longer reports, research snapshots and targets real estate investors, developers, owners, managers, architects and other audiences. There is scope also to expand the programme and develop creative and innovative approaches to achieving the programme objectives working closely with GBCs, partners, and the programme sponsors.

**Health and Wellbeing Programme Lead:**

The Programme Lead will report directly to the Director of Strategy and Development, and will work closely with the Director of Engagement and Networks and Regional Network Directors/Heads. The candidate will also work closely with the Marketing and Communications team based in London, UK as well Green Building Councils from around the world.
Key responsibilities include:

Programme strategy and delivery
- Work with his/her manager to deliver on the overall strategy for the programme, including the 2021 Annual Plan, and development of new activities and outputs.
- Manage the day-to-day operations of the programme and lead the delivery of all programme activities including collateral, a combination of reports, presentations, infographics, etc.
- Schedule, execute and follow-up on webinars with the Programme Steering Committee (~6 per year) to solicit feedback and secure approvals on key programme activities.
- Undertake any ad hoc activities or assignments that the CEO and Director of Strategy and Development may delegate.

GBC engagement
- Work with the Director of Engagement and Networks and the Regional Heads to engage GBCs more deeply in the programme.
- Develop relationships with GBCs to identify and deliver what they need to achieve impact.

Funding and partnerships
- Secure new funders, sponsors and partners to fund the programme and manage relationships with existing funders and partners.
- Manage the programme budget, as well as contracts with external experts such as designers, PR firms and technical experts.

Experience and Skills

The ideal candidate has...
- 4+ years of project management experience with specific expertise in either the building/property/real estate sector and/or working on sustainability/climate change;
- Specific experience or interest in international work, ideally with a proven record for managing a geographic and culturally diverse network of stakeholders;
- A willingness to take on tasks large and small and to work in a small office environment;
- A love to travel (minimum of 4 international trips per year with potential for more); and
- Excellent research and writing skills.

The ideal candidate is...
- A strategic thinker – has an ability to focus on the end goal and ensure that every activity and approach is directed towards this goal.
- A creative mind: will innovate with approaches, including creating different types of content and activities and developing new avenues, new partnerships and/or sponsorships for the programme.
- A relationship builder - will listen to the needs of industry, GBCs, colleagues and funders and then work collaboratively to deliver.
• *Able to develop and implement a workplan:* Be meticulous in managing deadlines and deliverables, working with manager, colleagues and contractors to ensure on-time and on-budget delivery.

Please submit your CV and cover letter to office@worldgbc.org by February 25.

We want to make sure that we give all candidates the best experience possible during our selection process and are able to provide feedback on request. To ensure this we will only be able to reply to candidates shortlisted for interviews.