Advancing Net Zero Project Officer

Location: London, UK

Salary: £24,000-26,500 per annum (commensurate with experience)

Type of Position: Full-time, minimum 1 year term (potential for renewal)

About the World Green Building Council

The World Green Building Council (WorldGBC) 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 an action network comprised 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 (SDGs). 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 – Climate Action

The Advancing Net Zero (ANZ) project is a global initiative which drives thought leadership globally and supports GBCs and their member companies to increase uptake of net zero carbon buildings, towards 100% by 2050. It is the flagship project of WorldGBC’s climate action programme.

29 GBCs across the network have formally committed to advancing net zero buildings through their core activities: corporate and government education, training & education, and/or certification, where appropriate. The project is also working to promote Business and Government action towards zero emission buildings at scale through sub-national and national initiatives, and establishing regional projects to identify solutions to specific challenges in accelerating uptake.

The WorldGBC Advancing Net Zero Project Officer will work closely with the Advancing Net Zero Director and Advancing Net Zero Project Coordinator, supporting the day to day activities and delivery of the global project. The Project Officer must be enthusiastic, willing to learn, and be excited to be part of a passionate and fast-moving team dedicated to improving sustainability in the built environment.

Key responsibilities will include:

Advancing Net Zero

- Support ANZ project staff to keep across the various global and regional activities with synergies to the above activities, such as attendance and participation in project steering committee webinars, attendance of events, event planning etc.;
- Maintain necessary project administration tasks such as work plans, meeting minutes, website content maintenance etc.;
- Marketing & communications support including report preparation, development and tracking of social media content and media articles, development of PowerPoint materials, coordination of speaking engagements, case studies etc.;
- Support any other project activities as they arise, such as development of training materials, report drafts and research;
- Support other global and regional projects as required.

**Net Zero Carbon Buildings Commitment**
- Maintain the collateral related to the Commitment, including the website content, signatory profiles and other supporting documents such as the Detailed Guidance and implementation plan to ensure they remain up to date;
- Engage with GBCs and other partners to identify potential sign-up organisations and cities, and evaluate their strategies for alignment with the requirements;
- Facilitate the collation of impact reporting data from signatories;
- Manage the database of targeted companies and report on recruitment progress;
- Stakeholder engagement: coordinating / inputting into adjacent / related initiatives

**Experience and skills**

*The ideal candidate has…*
- 3+ years of project 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 engaging with a geographically and culturally diverse network of stakeholders
- Experience of working and thriving within a small, motivated and virtual team
- Enthusiasm to learn, generate ideas and be dedicated to the advancement of a singular project mission within a global membership organisation
- Excellent verbal and written communication skills in English
- Highly organised, with excellent attention to detail and accuracy
- Experience with using editing software such as Adobe InDesign and Illustrator.

*The ideal candidate is:*
- A creative, enthusiastic mind – will innovate with approaches and engagement techniques
- A relationship builder – will listen to the needs of the team, industry and GBCs, and work collaboratively
- Able to develop and implement a workplan – be meticulous in managing deadlines and deliverables, working with colleagues to ensure on-time delivery
- A strategic thinker – has an ability to focus on the end goal and ensure that every activity and approach is directed towards this goal

To apply, please send a CV and covering letter to office@worldgbc.org by 26\(^{th}\) Feb 2021

WorldGBC thanks all applicants but will only respond to short-listed candidates.