

Advancing Net Zero Project Officer

Location: London, UK based preferable, but location flexible

Salary: £24,000-30,000 per annum (commensurate with experience and location)

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 a global action network comprised of over 70 Green Building Councils 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 – Climate Action

The Advancing Net Zero (ANZ) programme is a global initiative which drives thought leadership globally and supports Green Building Councils (GBCs) and their member companies to increase the uptake of net zero carbon buildings. It is the flagship programme of WorldGBC's climate action impact area.

30 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 programme 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 programme. 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.

Specific responsibilities include but are not limited to:

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, trackers, meeting minutes, website content maintenance, meeting scheduling 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;
- General administrative support across the ANZ team (e.g. schedule coordination, meeting coordination, meeting bookings and reminders, drafting agendas and meeting minutes, etc.)
- Support other global and regional projects as required.

Net Zero Carbon Buildings Commitment

- Engage with GBCs and other partners to identify potential sign-up organisations and cities, and evaluate their strategies for alignment with the requirements;
- 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;
- Support engagement with prospective Commitment signatories on recruitment, and existing signatories on progress of implementing decarbonisation strategies
- Facilitate the collation of impact reporting data from signatories;
- Manage the database of targeted companies and report on recruitment progress;
- Stakeholder engagement: supporting alignment with other industry initiatives;
- Assist with communication activities including coordinating thought leadership articles, case studies, social media, announcement materials, press releases and more.

Experience and skills

The ideal candidate has:

- 2+ 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
- Interest or experience in marketing and/or communication activities
- Experience with using design and editing software such as Adobe InDesign and Illustrator

The ideal candidate is:

- *A creative, enthusiastic mind* – innovative approaches and engagement techniques
- *A relationship builder* – will listen to the needs of stakeholders 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
- *Adaptable and dynamic* – able to be flexible in picking up tasks and learn new skills across different disciplines and topics

To apply, please send a CV and covering letter to office@worldgbc.org by 23 January 2022

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