

Resources & Circularity 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 built environments 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 – Resources & Circularity (R&C)

Resources & Circularity (R&C) is a flagship theme of WorldGBC's strategy, and the global programme dedicated to advancing the circular economy will be formally launched in 2022. The R&C programme will bring together Green Building Councils (GBCs) from all five Regional Networks, and be supported by dedicated project partners (sponsors, and collaborators). The programme exists to grow awareness and support advocacy around resource efficiency and the circular economy, as well as advancing the market and supporting industry through technical publications and campaigns.

The Resources & Circularity Project Officer will work closely with the Director of Strategy and Development, supporting the implementation of the strategic plan through operations and delivery of the global project. This role will include involvement with technical work and responsibility for producing project deliverables, engagement with members / corporate and non-corporate partners, sponsors communication, and operational and administration support. 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:

- Support the Director of Strategy and Development with engagement of WorldGBC members, included dedicated responsibilities around Steering Committee meetings and associated administrative and communicative tasks
- Contribute towards and be responsible for some areas of project deliverables, liaising with suppliers, consulting with partners and members and working in close partnership with colleagues at WorldGBC to follow processes and policies [see *Specific Deliverables*]
- Maintain oversight of work of wider WorldGBC activities - including European Regional Network with regards to overlap on R&C topics, particularly in regards to the EU Taxonomy and Whole Life Carbon Roadmaps; and Advancing Net Zero project deliverables in relation to embodied carbon

- Develop the marketing and communications and assist in the growing the reputation of the R&C project, working closely with the WorldGBC Marketing and Communications team, on activities including blogs and thought leadership articles, developing website content, and some management responsibility of the Case Study Library
- Support Director of Strategy and Development with management of key grant deliverables, including applications and reporting requirements
- Support R&C presence at international events, including application processes, proposals and supporting Director of Strategy & Development with speaking opportunities
- Collaborate with WorldGBC Engagement & Networks team on consultation of project activities through regional networks, alongside supporting development of regional initiatives
- Contribute to corporate fundraising and partner management, both in production of fundraising and planning materials and engagement with key contacts and sponsors, alongside WorldGBC Partnerships Manager
- Contribute to financial management of R&C project, including engaging with suppliers, and assisting with expenses and invoices
- Work alongside the WorldGBC team on wider organisational work, including contribution to World Green Building Week and Annual Report

Specific Deliverables 2022

The R&C Project Officer will be expected to support the Director of Strategy & Development on the following proposed deliverables for 2022:

- Internal market research – accumulate and analyse GBC and partner research on resource efficiency and circular economy
- WorldGBC network consultation, featuring GBC and partners to establish network definition and common vision, including principles for network and industry
- Thought leadership from WorldGBC network, featuring GBCs and partners plus creation of quality training and communication materials for GBCs

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
- Educated to Degree level or equivalent / relevant formal training
- 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
- Passion for the natural environment, the built environment and the mission of WorldGBC and its members, with experience in resource efficiency and the circular economy
- The ability to thrive within a small, motivated and often virtual team
- Highly organised, with excellent attention to detail and accuracy
- A willingness to take on administrative tasks large and small and to work independently and in a team environment
- Some experience of marketing and communications and website training preferred, although willingness to learn of greater importance

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, collaborating closely with WorldGBC 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 23rd January 2022

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