

Projects & Communications Officer, Europe

Location: Europe, flexible

Salary: £23,000 - £35,000 per year. Commensurable to location and experience

Type of Position: Full time - 2 year contract

Deadline for Applications: 16 April 2023

About the World Green Building Council

The [World Green Building Council](https://www.worldgbc.org) (WorldGBC) is the largest and most influential local-regional-global action network, leading the transformation to sustainable and decarbonised built environments for everyone, everywhere.

Together, with 75+ Green Building Councils and industry partners from all around the world, we are driving systemic changes to:

- Address whole life carbon emissions of existing and new buildings
- Enable resilient, healthy, equitable and inclusive places
- Secure regenerative, resource efficient and waste-free infrastructure

We work with businesses, organisations and governments to deliver on the ambitions of the Paris Agreement and UN Global Goals for Sustainable Development (SDGs).

Find out more www.worldgbc.org

About World Green Building Council's Europe Regional Network

The WorldGBC Europe Regional Network (ERN) is a community of over 20 national Green Building Councils, 8 Regional Partners, and more than 5,000 members across Europe. Green Building Councils in the ERN are from both EU and non-EU countries.

The ERN's strategy focuses on a number of cross cutting priority areas: emissions, resources and circularity, health and wellbeing, sustainable finance etc. The ERN is shaping a project portfolio to help deliver these on the ground through our members and partner network.

About the Projects & Communications Officer

As the ERN's Projects and Communications Officer, you will be taking on a career defining role to support the delivery and amplification of our projects for the region. Current projects and initiatives the ERN is focused on delivering include:

- [BuildingLife](#): Grant-funded European regional project to drive EU and national policy change to tackle the whole life cycle of buildings
- [Horizon Europe Built4People Public-Private Partnership](#): WorldGBC co-leads the development of this partnership that will channel several hundred million Euros of EU funding for the built environment
- NEBULA: Within Built4People, the NEBULA project will convene a pan-European network of Innovation Clusters that can maximize innovation impacts and help bring solutions to market
- INDICATE: An accelerator offering national teams the co-funding to support efforts to generate building-level whole life carbon data in Europe that is urgently needed to enable industry and policy action on decarbonising buildings

Your role will be to provide day to day support of ERN regional projects, project deliverables and communication campaigns.

You will report to and work closely with the ERN's Head of Projects to ensure timely delivery of key project reports and other outputs and to establish and maintain regular communication about projects across the ERN's communications channels. You will collaborate with the wider ERN team to ensure consistent and compelling messaging about all our projects and advocacy work is reaching our target audiences. You will also work closely with the ERN's members and partners, especially the 15+ 'Established' GBCs that typically lead ERN projects in the region and with other WorldGBC staff, particularly the global Marketing and Communications Team.

Maintaining effective relationships with member GBCs, project partners and funders will be key to the role. Occasional travel within Europe may be required.

Specific responsibilities include but are not limited to:

- Support the Head of Projects, Europe with the day to day delivery of project activities including convening meetings, communicating with participating GBCs and project partners, conducting monitoring and evaluation of project progress and milestones
- Contribute significantly towards project deliverables, drafting content, liaising with suppliers, consulting with partners and members and working in close partnership with colleagues at WorldGBC to follow processes and policies
- Support with the development and delivery of ERN communications and advocacy campaigns in coordination with the wider WorldGBC Marketing and Communications Team
- Be responsible for day to day marketing and communications activities and assist in growing the reputation of the ERN and the regional projects and adhering to how to project and organizational brand guidelines
- Research and produce regular content for ERN's communication channels, including blogs, news stories, social media posts, and images and web pages
- Support ERN involvement and participation in events, including planning internal events and securing speaking opportunities at external events
- Contribute to the management of ERN's media outreach programme to drive positive coverage, including writing press releases and distributing them to media
- Support the WorldGBC Marketing and Communications team to monitor, analyse and improve performance of ERN communications activities
- Assist the Head of Projects, Europe in preparation of periodic project and grant reports
- Support the Director, Europe with development of persuasive fundraising proposals and reports to increase donations from new and existing supporters
- Undertake any ad hoc activities or assignments that may be delegated

Experience, skills and education

- 2– 4 years' demonstrable relevant experience working in communications and / or NGO project management
- Excellent verbal and written communication skills in English, translating complex material into easy to read promotional copy.
- Writing and editing thought leadership content for a business audience
- Project management skills
- Highly organised and excellent attention to detail

- Experience managing digital communications channels including websites, newsletters and social media
- Passion for sustainability issues, the built environment and the mission of WorldGBC and its members
- Service-like attitude, teamwork and ability to thrive within a small, motivated and often virtual team
- Excellent IT literacy: Familiarity with InDesign, Powerpoint, Salesforce, Mass-mailer and WordPress are all desirable
- Content creation: entry level graphic design and video production for social media and report production
- Enthusiasm to learn, generate ideas and be dedicated to the advancement of a singular project mission within a global membership organisation

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
- *An enthusiastic learner* – willing to take on new challenges and tackle complex topics
- *A creative 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 the marketing team and WorldGBC colleagues to ensure on-time delivery

To apply, please send a CV and covering letter to careers@worldgbc.org by 16 April.

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