

# Resource and Project Manager

Location: UK / Hybrid

Salary: £45,000 - £50,000 per annum (commensurate with experience and location)

Department: Operations

Reports to: Chief of Staff

Type of Position: Full Time. 1-year renewable fixed-term contract

Starting: ASAP

## About World Green Building Council

The World Green Building Council is the largest and most influential action network accelerating the sustainable and just transition of the built environment.

We represent a global community of over 75 Green Building Councils and their 47,000 members worldwide.

Together, we drive local action and create the global momentum necessary for everyone and our planet to thrive. We do this in alignment with the ambitions of the Paris Agreement and the UN Sustainable Development Goals.

Our guiding goals are:

- Total decarbonisation of the built environment
- Healthy, equitable, and resilient buildings, cities, and communities
- Regeneration of resources and natural systems and a thriving circular economy.

## The role

At WorldGBC, our ability to deliver impactful projects depends on effectively managing and allocating our internal resources. We seek a highly skilled Resource Manager with strong project management experience to join our team. This role will ensure that our resources are strategically aligned to deliver our objectives and implement projects successfully across our matrix-structured environment.

As a Resource Manager at WorldGBC, you will optimise team performance. Your expertise in resourcing, planning, and implementing projects will be essential to support our teams and ensure that projects are well-resourced and delivered efficiently. You will collaborate across various functions, enabling the smooth execution of initiatives and fostering growth.

## Key Responsibilities

### Resource tracking and management

- Develop and maintain a tracking system to monitor real-time resource allocation and availability across all teams.
- Assess team capacities, project deliverables, deadlines, and resource requirements to optimise workflow and output.
- Identify potential bottlenecks and resource constraints, proposing solutions to mitigate risks to project timelines.

### Planning and forecasting

- Work closely with project managers and team leaders to forecast resource needs based on upcoming project demands.
- Provide reports and recommendations to senior management to aid decision-making and strategic planning.

### Project management integration

- Leverage strong project management expertise to align resource plans with project timelines, ensuring smooth execution and alignment with organisational goals.

### Progress and KPIs tracking

- Track progress against project targets and timelines and coordinate with teams across the organisation to track organisational KPIs, as well as other indicators/information that may be required for project/grant/board reporting and evaluation, and report to the Chief of Staff regularly

### Technology integration

- Leverage technology solutions to improve resource tracking.
- Ensure the tracking system integrates with existing project management tools and platforms.

### Communication and Collaboration

- Act as a liaison between project teams and management to communicate resource statuses and potential challenges.
- Facilitate regular meetings to review resource allocation and project progress.

### Continuous improvement

- Continually assess and refine resource management practices to support organisational growth and efficiency.
- Stay updated with the latest trends and technologies in resource management to implement best practices.

### Additional duties

- Undertake any other activities or assignments as delegated.

## What you will gain

- **Professional development:** The opportunity to further enhance your project management, resource management, and technology skills.
- **Impactful work:** Directly contribute to WorldGBC's mission to promote green building practices worldwide.
- **Career advancement:** Gain exposure to multiple facets of the organisation and engage with stakeholders from different cultures and professional backgrounds, enhancing your global outlook and cultural awareness. Contribute to and learn from a wide variety of projects that span the world, each with unique challenges and solutions.
- **Collaborative environment:** Work alongside a diverse group of passionate professionals who are green building and sustainability leaders.

## What we are looking for:

- Up to 5 years of proven resource and project management experience, ideally within a matrix-structured organisation.
- Proficiency in project management software and resource planning tools.
- Project Management, or a related field.
- A solutions-focused mindset with a proactive approach to problem-solving and decision-making.
- An ability to balance strategic oversight with detailed execution. Strong analytical skills with high accuracy in data management and reporting.
- We cannot consider candidates based outside the United Kingdom and they must have the right to work in the UK.

## Ideal candidate traits

- Capacity to work independently and collaboratively in a fast-paced environment.
- Ability to prioritise and manage multiple tasks simultaneously.

## Why join WorldGBC

This role will allow you the freedom to apply your project management, resource management, and technology skills. You'll gain invaluable experience and insights into global sustainability challenges, making a real difference while advancing your career in a meaningful direction.

## How to apply

To apply, please complete the [Application Form](#) and submit your CV via our website: [www.worldgbc.org](http://www.worldgbc.org). Join us in our mission to transform the world.