



Title: Project Manager, “Advancing Net Zero”

Location: London, UK / Toronto, Canada

Salary:

- London - £38,000 – £45,000 per annum (dependent on experience)
- Toronto - \$60,000 - \$66,000 USD per annum (dependent on experience)

Term: ~14.5 months (October 15, 2016, or as soon as possible thereafter, – December 31, 2017) with possible conversion into full-time, permanent role

About the World Green Building Council

The WorldGBC Green Building Council (“**WorldGBC**”) is a global member network of Green Building Councils (“**GBCs**”) enabling green building and sustainable communities through leadership and market transformation. Our vision is a built environment that enables a high quality of life for all within limits the planet can support.

WorldGBC supports its member GBCs by providing guidance on council development and impact; networking and collaboration opportunities; global and regional projects and partnerships; and creating global recognition for the important role that green building and Green Building Councils play in achieving major environmental, social and economic goals.

Project Manager, “Advancing Net Zero”

The Project Manager will lead the day-to-day activities of WorldGBC’s newest global project. Titled “Advancing Net Zero”, this project was [launched](#) in late June 2016 and aims to support approximately 10 Green Building Councils to develop and/or adopt their own net zero building certification program. For clarity, each participating GBC will develop the program that is right for their market, with regard to net zero/nearly net zero; carbon/energy; etc.

The Project Manager will work closely with senior representatives from each of the participating GBCs, as well as with key partner organisations and funders and will be managed by the Director of Global Projects & Partnerships.

In this role, success will be defined in several ways:

- Green Building Councils receive the support they need from the Project Manager to fully participate in, receive value from, and fulfill the objectives of the project;
- At COP22 in mid-November 2016, a report on the “state of play” of net zero buildings around the world will be delivered [*Note: Given the start date for this role, the Project Manager will not be expected to manage the drafting or delivery of this report but will be expected to help amplify the impact of this report*];
- By early 2017, a global communication campaign designed with input from participating GBCs and other partners, is developed and launched, including a toolkit of resources for participating GBCs;
- By late 2017, a model net zero framework based on the input and experiences of the participating GBCs which can be used by other GBCs in the near future, has been developed;
- By the end of 2017, all project KPIs have been achieved; reporting back to funders is complete and the next phase of the project has been defined and scoped.

Specific responsibilities include:

- Manage the network of approximately 10 GBCs to facilitate, through webinars, conference calls and 1-on-1 conversations, shared learning and best practice sharing;
- Manage partner and funder relationships including contract management, accounting and invoicing; and reporting back to sponsors;
- Support fundraising activities so that the project in 2017 and beyond is well-funded;
- Work with WorldGBC's Communications Manager and the participating GBCs to hire a communications firm to design and deliver a net zero communications campaign, including a toolkit of resources for each participating GBC to use to educate their market about net zero buildings (See [here](#) for a similar campaign developed by WorldGBC prior to COP21);
- Lead the design, development and delivery of a model net zero framework that will serve as the major global output of the project. While the project will result in each of the original ~10 GBCs developing their own net zero certification program, the model net zero framework will serve as a resource for the other ~65 GBCs in our network to use starting in 2018 and beyond;
- Identify and capitalise on marketing and communications opportunities so that the project, including the leadership of the participating GBCs, WorldGBC, our partners and funders, enjoys high visibility and good exposure;
- Track campaign progress according to project KPIs, to be agreed with the WorldGBC Director of Global Projects & Partnerships, and report back on KPIs for Board report (twice per year) and for the WorldGBC Annual Report.

Experience/Expertise

- 5-7 years of project management experience in the sustainability, green building or a related field;
- Proven ability to manage a network of stakeholders to ensure project commitments are met and that stakeholders feel they are getting the support they need to succeed;
- Some international experience of working with stakeholders who are geographically dispersed and who have different cultural backgrounds and working styles;
- Experience coordinating partner and funder relationships, including accounting and reporting to funders and keeping partners on track with service agreements;
- Proven research and writing skills, including the development of reports for C-level audience and for the press;
- Proven track record as a self-starter who is able to both work independently and to seek direction and strategic support as needed. for direction

WorldGBC will look to involve the new project manager in other global projects & partnerships. The ideal candidate will be prepared to commit 100% of his or her time to the Advancing Net Zero project when needed and to take on new challenges/opportunities as they arise.

Submit cover letter and CV (2 pages max.) to office@worldgbc.org by October 14, 2016.

Candidates progressing to the interview stage may be contacted starting October 1, 2016.