

## **Title:** Project Officer, Advancing Net Zero

**Location:** London, UK

**Salary:** London £24,000 - £26,500 per year (commensurate with experience)

**Type of Position:** Full-time, minimum 1 year term (potential for renewal)

### **About the World Green Building Council**

The World Green Building Council (WorldGBC) is a global network of Green Building Councils (GBCs) in over 70 countries which is transforming the places we live, work, play, heal and learn.

Buildings are diverse and beautiful but they must also be sustainable. We believe green buildings can and must be at the centre of our lives. Our changing climate means we must reshape the way we grow and build. Our mission is to create green buildings for everyone, everywhere - enabling people to thrive both today and tomorrow. By taking action, we champion local and global leadership. We empower our community to drive change. We are greater than the sum of our parts, and commit to green buildings for everyone, everywhere.

### **About the Project – Advancing Net Zero**

The Advancing Net Zero (ANZ) project is a global initiative which drives thought leadership globally and supports GBCs and their member companies to increase uptake of net zero carbon buildings, towards 100% by 2050.

GBCs across the network have formally committed to advancing net zero buildings through their core activities: corporate and government engagement, training & education, and/or certification, based on a framework that includes key principles to ensure alignment in approaches.

The project operates various initiatives and activities regionally and globally to drive and promote leadership action. This includes the Net Zero Carbon Buildings Commitment, released in September 2018 to promote leadership from businesses and government, and regional projects aiming to increase awareness and facilitate action across our regional networks.

The ANZ Project Officer will support the Advancing Net Zero team in the management and delivery of activities relating to the project including, but not limited to, general administration, global and regional programmes, and marketing & communications activities.

### **Advancing Net Zero Project Officer:**

The Project Officer will report directly to the Director, Advancing Net Zero. The candidate will work closely with the ANZ team and the Marketing and Communications team based in London, UK.

Key responsibilities include:

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
- Maintain necessary project administration tasks such as work plans, meeting minutes, website content maintenance
- Marketing & communications support including report preparation, development and tracking of social media content and media articles, development of PowerPoint materials, coordination of speaking engagements
- Support any other project activities as they arise, such as development of training materials, and other global and regional projects as required
- Undertake any ad hoc activities or assignments that ANZ team staff may delegate

Net Zero Carbon Buildings Commitment:

- 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
- Engage with GBCs and other partners to identify potential sign-up organisations and cities, and evaluate their strategies for alignment with the requirements
- Facilitate the collation of impact reporting data from signatories
- Manage the database of targeted companies and report on recruitment progress
- Stakeholder engagement: coordinating / inputting into adjacent / related initiatives, such as Science Based Targets

### **Experience and Skills**

The ideal candidate has:

- 3+ 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
- Highly organised, with excellent level of attention to detail and accuracy
- A willingness to take on administrative tasks large and small and to work independently and in a team environment
- A willingness to travel as required
- Excellent research, writing and speaking/presenting skills
- Experience with using editing software such as Adobe InDesign and Illustrator

- Interest in and support for WorldGBC's work with business leaders and our mission

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
- *A creative mind* – will innovate with approaches and engagement techniques
- *A relationship builder* – will listen to the needs of industry and GBCs, and work collaboratively
- *Able to develop and implement a workplan* - be meticulous in managing deadlines and deliverables, working with ANZ team and WorldGBC colleagues to ensure on-time delivery

**To apply, please send a CV and covering letter to [office@worldgbc.org](mailto:office@worldgbc.org) by 23:59 pm BST on Friday 28 June. Interviews will take place during the first and second weeks of July.**

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