Head of Projects, Europe

Location: Brussels, Belgium

Salary: €65,000-75,000 per annum; commensurate with experience

Type of Position: 2-year, fixed term contract

Closing date: 11:59 PM CET on 29 November 2020 – but may close early so we recommend applying as soon as possible.

About the World Green Building Council

The World Green Building Council (WorldGBC) catalyses the uptake of sustainable buildings 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 around 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 World Green Building Council’s Europe Regional Network

The Europe Regional Network (ERN) is a community of over 20 national Green Building Councils, 8 Regional Partners, and more than 4,600 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 Head of Projects, Europe

As the ERN’s Head of Projects, you will be taking on a career defining role to oversee delivery of our projects for the region. Current projects and initiatives the ERN is focused on delivering include:

- **Advancing Net Zero**: Global project to deliver net zero whole life carbon buildings
- **Better Places for People**: Global project to increase the demand and supply of green buildings which are supportive of the health, wellbeing and productivity
- **BUILD UPON²**: EU-funded (€1.7million) regional project to help cities deliver net zero carbon buildings by scaling up energy efficient renovation
- **BuildingLife**: Grant-funded (€3.2million) 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

• **Platform for Sustainable Finance (European)**: WorldGBC is a member of the EU Platform for Sustainable Finance that will help implement the EU Taxonomy

Your role will be to provide strategic and technical leadership of ERN regional projects and project deliverables, support global projects teams and support the development of the overall projects portfolio.

You will represent the ERN in Brussels and work with the Director and Head of Advocacy to ensure that ERN priorities, positions and project outcomes are informing and being reflected in key EU initiatives such as the Platform on Sustainable Finance and the Built4People partnership. You will regularly represent the ERN at in-person events and meetings in Brussels.

You will report to and work closely with the ERN’s Director to shape and fundraise for the ERN’s project pipeline. You will collaborate with the ERN’s Head of Advocacy to ensure that the project portfolio is supporting and being informed by the ERN’s advocacy and policy work. 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 global projects staff.

Maintaining high profile project partner relationships from WorldGBC’s wider strategic partner network will be key to the role. You will be supported in the implementation and delivery of the project portfolio by a Project Officer (to be recruited).

Specific responsibilities include but are not limited to:

**Project management and reporting**

• Overseeing the technical content and outputs of ERN projects and ensuring their accuracy, relevance and impact and providing support and technical guidance to projects and outputs that are delivered through networks of national member GBCs.

• Lead the practical delivery of project outputs that are being delivered by ERN staff including producing implementation plans and monitoring progress

• Project and budget management and reporting to funders / management boards as necessary

**Project pipeline and fundraising**

• Development and maintenance of the projects strategy and direction, proactively lead the thinking on opportunities for the ERN’s Projects to grow their impact

• Identify project fundraising opportunities and secure funding from diverse sources and manage relationships with existing funders

• Support the Director and other ERN staff to write successful project funding bids for EU and philanthropic grants

• Growing and managing the ERN’s project management team and/or consultants or contractors as necessary to support members in the delivery of the ERN’s portfolio of Global/European projects
Technical and thought leadership

- Representing the ERN and WorldGBC at events and meetings with the European Commission and other stakeholders in Brussels including the Platform for Sustainable Finance and the Built4People partnership
- Leading the ERN’s Think Tank, thought leadership events and ensuring delivery of 2-4 sessions per annum that spark creative thinking on cutting edge sustainable building issues, and can guide long-term planning for the ERN’s project pipeline
- Overall oversight and sign-off of all initiatives and collateral relating to the ERN’s projects portfolio alongside any relevant member and partner project coordination staff and steering groups
- Liaising with marketing and communications staff as appropriate for the communication of key project outputs and events
- Regular speaking engagements and events to raise the profile of the ERN’s projects in the region
- Provide input into WorldGBC strategic direction and work with other WorldGBC staff to set and achieve project and broader organisational KPIs
- Undertake any ad hoc activities or assignments that may be delegated

Experience/Expertise

- 7-12 years of working on sustainable built environment issues, with a degree or relevant technical qualification in the fields of architecture, engineering, construction management or sustainability
- Good understanding of sustainable finance pertaining to buildings and/or the built environment
- Expertise in life cycle assessment and building emissions and broad knowledge of the following areas; resources and circularity, water efficiency, biodiversity, health and wellbeing, resilience and adaptation, just transition and lifecycle costing/valuation
- Track record of successfully managing EU or grant funded projects, meeting deadlines and budget requirements, and developing new initiatives
- Knowledge of major green building assessment schemes used in Europe preferable (BREEAM, DGNB, HQE, LEED etc.)
- Excellent stakeholder relations manager
- Excellent written English and communication skills, with working knowledge of other major European languages considered a significant benefit
- Significant expertise in research projects and publishing research
- Confident user of MS Office applications, G-suite apps and video conferencing
- Excited about working on environmental and sustainability issues and furthering the mission of the WorldGBC!
To apply, please send a CV and covering letter to office@worldgbc.org by 11:59 PM CET on 29 November 2020.

WorldGBC may close the application early if a suitable candidate is found – so early application is highly recommended!

WorldGBC thanks all applicants for putting their CVs forward. We aim to give all candidates the best experience and as such will only respond to short-listed candidates.