Policy Officer, Europe

Location: London, UK

Salary: £30,000-35,000 per annum; commensurate with experience

Type of Position: 2-year, fixed term contract

Closing date: 11:59 PM GMT on 09 January 2021 – 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 Policy Officer, Europe

You will coordinate and support the Europe Network’s Policy workstream, helping drive an ambitious and innovative public policy support programme that will engage and empower large numbers of stakeholders, and impact the growth of sustainable building practice across Europe.

The Policy Officer, Europe will primarily support delivery of the ERN’s flagship policy projects:

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

The Policy Officer will report to the Head of Advocacy, Europe Regional Network and will work closely with the others in the ERN team and the WorldGBC team, the network of member GBCs in the region, and our Regional Partners in shaping and delivering our public policy support strategy.

Some European travel – to Brussels and to national GBCs – may be required in this role once COVID-related national and organisational travel restrictions are relaxed.

Specific responsibilities include but are not limited to:

- Supporting the co-creation of ERN policy and policy projects, including coordinating the ERN’s Policy Task Force – a regular forum of members and partners that meets to discuss and input into ERN policy work.
- Supporting the growth and impact of national GBC policy work, including monitoring performance of GBCs on policy and advocacy work and identifying improvement measures
- Supporting the Head of Advocacy to research, coordinate and draft policy outputs such as position papers, open letters and reports.
- Supporting the Head of Advocacy to engage with and support policy-makers in the EU institutions, in particular the European Commission.
- Supporting the wider ERN team to build and maintain relationships with key built environment stakeholders at EU level and in the region.
- Tracking and informing the ERN team, GBCs and their members and regional partners about regional policy developments through regular Policy Updates.
- Managing and tracking policy programme KPIs and reporting to the European Head of Advocacy and Director.
- Coordinating with the ERN’s project workstreams to ensure alignment.
- Supporting the Head of Advocacy and Director in preparing reports to funders / management boards.
- Undertake any ad hoc activities or assignments that may be delegated.

**Essential Experience & Skills**

- 3-5 years of experience in public policy or related work, preferably working within the international green building, climate change, and sustainability sectors.
- Excellent knowledge of the European Union’s processes and sustainability policies.
- Excellent research and analytical skills.
- Understanding of the commercial and residential property sectors.
• Demonstrated passion for market-based, private-sector led solutions to climate change and sustainability
• Demonstrated ability to remain neutral, and navigate and reconcile competing or opposing viewpoints
• Demonstrated ability to analyse, understand and succinctly communicate complex policy and technical documents
• Experience and significant interest in working with countries all around the region, with different languages and cultures
• Excellent written and verbal communication skills in English
• Highly competent with office software including spreadsheets, documents and presentation slides etc.

Desirable Experience & Skills
• Experience of working across different sectors (public, private, third)
• Experience of public speaking and workshop / webinar facilitation
• Expertise with key social media platforms and press relations
• 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 GMT on 09 January 2021.

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.