

Comms & Campaigns Co-ordinator

Be at the forefront of sustainability for the built environment!

We're looking for a Comms & Campaigns Co-ordinator to join our team! The role includes developing & delivering key messages across a variety of mediums to push the Standard into the mainstream; promoting the latest exemplary projects; organising enticing events, and growing membership.

Role Title: Comms & Campaigns Co-ordinator

Reports to: CEO

Based at: Passivhaus Trust, 5 Baldwin Terrace, London N1 7RU.

About us

Passivhaus is the leading international standard for reducing energy use and carbon emissions from buildings in the UK, as well as providing high standards of comfort and building health. The Passivhaus Trust (PHT) is a non-profit organisation that aims to promote the principles of Passivhaus in the UK.

The PHT is part of the global Passivhaus movement and is the UK affiliate of the Passivhaus Institut and the International Passive House Association (iPHA). PHT is a growing organisation and runs a series of national and local events including awards, conferences and masterclasses; and promotional campaigns throughout the year.

The role includes

- Organise & assist delivery of a varied events programme including trade shows, site visits, & conferences.
- Creating unique content for the website/ press releases and compiling newsletters.
- Assist in maintaining and updating the PHT websites: <http://www.passivhaustrust.org.uk/>, and www.ukphc.org.uk.
- Maintaining & updating the [UK Passivhaus project database](#) & researching interesting & relevant projects.
- Assisting with Passivhaus [campaigns](#), PR, and similar activities.
- Assisting with the recruitment and management of PHT members.
- Maintaining the PHT contacts database.
- Assisting with social media & maintaining the PHT brand.
- Ensure the smooth running of the office & handling client enquiries – email/phone/face to face.

The right candidate could develop the role in assisting policy & project activities.

About you

We are looking for a team player with initiative ideally based in **London**, ready to become a prominent member of the team. You will be a motivated and enthusiastic person who has an **interest in the built environment** with a good **understanding of sustainability** and **experience of communications**, plus have minimum qualifications of a relevant degree with a minimum of 2 years' relevant work experience.

Essential Skills

- Have experience of communications, marketing or related activities.

- Experience of organising & delivering events.
- Capable of prioritising work and consistently meeting deadlines.
- Proficient in Photoshop and InDesign with strong design sensibilities.
- Effective written communications.
- Proficient in Microsoft Office.
- Knowledge of WordPress and/or maintaining other similar websites.
- Keen attention to detail.

Desirable Skills

- Highly organised, with a systematic approach.
- Interest or background in sustainable architecture/ construction industry.
- Social media savvy – Facebook, Twitter, LinkedIn & Instagram
- SEO experience.

Contract Details

The job is based in **Angel, London**, beginning in February 2019. After training is complete there may be the opportunity to partly work remotely. Salary will be approx. £22,000-£25,000 FTE, depending on experience. For the right candidate, the role can be negotiated to either a full time or part-time role (approximately 3/5 days per week), pro rata according to days worked.

How to apply

To apply, please email a CV and a brief covering note or email stating why you would be suited to the role to info@passivhaustrust.org.uk by 28th January 2019. Interviews will take place in the first week of February with the intention of work starting mid-February 2019.

We would like to appoint somebody quickly, so we reserve the right to interview and appoint someone before the deadline if an ideal candidate comes forward before that date.