



The UK Passive House Organisation

## Technical Manager/ Deputy Chief Executive

### Help lead the application of Passivhaus practices in the UK

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**Role Title:** Technical Manager/ Deputy Chief Executive

**Reports to:** Chief Executive

**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 support and 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 membership organisation that undertakes research, organises training and runs a series of events and campaigns throughout the year.

#### The role

We currently have one post available for a Technical Manager/ Deputy Chief Executive, in the first instance working closely with the current Chief Executive on projects within the PHT, and gradually developing into supporting/taking over key CEO roles, with a view to eventually taking over the CEO role, should this be deemed mutually appropriate.

#### The Technical Manager role includes, but is not limited to the following:

- Technical and research project inception and management
- Manage technical and policy working groups e.g. certification, PHPP development etc
- Planning, developing and writing occasional guidance reports
- Organisation of education activities, including Masterclass events, conference etc
- Exploring the development of online training courses
- Liaise with members, practitioners and other Passivhaus organisations
- Lead on the development of new technical programmes
- Input to promotional activities e.g. making presentations, writing news articles
- Support activities for the CEO in their discharge of key roles

#### The CEO/ Deputy role covers all management of the Trust, including but not limited to:

- Develop annual business plans for the Trust
- Organise and administer the PHT Board
- Manage the finances and financial reporting for the Trust
- Supervise the PHT team, currently a Membership and Development Associate, a Technical Programme Lead, a Communications Associate and a Membership & Events Assistant.
- Supervise current programmes: membership, education, research, policy and promotion
- Act as lead spokesperson for promotion activities, including presentations, press/pr & policy
- Manage relationships with PHI, iPHA, the AECB & others

## About you

You will be a motivated and enthusiastic person with a strong interest in and understanding of the Passivhaus methodology and experience as a Passivhaus practitioner in some capacity or in a closely allied field.

You will have a relevant degree plus at least 5-10 years' relevant work experience. You will also have the capability to gradually take over the leadership role for the Passivhaus Trust. Ideally, this means that you will also have experience of managing a small team (including budgetary control), but this is not essential. We do not necessarily expect you to currently have all the skills needed to take on the leadership role straight away, but would be willing to mentor you through the process of developing the necessary skills.

This post will offer you an excellent opportunity for career progression, potentially playing a prominent and high profile role in an organisation which is being increasingly recognised to be at the leading edge of low energy construction. It will compliment your other professional activities and your career path to date.

Required attributes	Desirable attributes
Relevant degree At least 5 years relevant work experience Knowledge of Passivhaus methodology Experience as a Passivhaus practitioner Budget management Knowledge of UK low energy buildings policy	Knowledge of business planning and strategy Experience of press/pr and external communications Knowledge of membership organisations Knowledge of non-profit/ campaigning activities Experience of team management

## Details

This role is on a free-lance, part-time, flexible basis (approximately 2/2.5 days per week) initially for a 12 month period beginning between January and March 2014. Day rate will be approx. £200 - £250 per day, depending on skills and experience.

## 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](mailto:info@passivhaustrust.org.uk) by 22<sup>nd</sup> November 2013.

Interviews will be held in London in the weeks commencing 2<sup>nd</sup> or 9<sup>th</sup> December. At the time of applying, please confirm whether you would be able to attend for interview on those dates.

If you wish to discuss this role or your suitability in confidence before submitting an application, please contact the current CEO Jon Bootland via [jon@passivhaustrust.org.uk](mailto:jon@passivhaustrust.org.uk) or on 07801 825218.