



Deputy CEO/ External Affairs Director

With responsibility for external affairs, organisational and business development

The Passivhaus Trust is growing rapidly and needs to scale-up significantly in order to help transform the built environment sector in the UK. We are seeking someone to help shape the future development of the Trust and to play a pivotal senior role in its management and development.

Job Title: Deputy CEO/ External Affairs Director

Reports to: CEO, Passivhaus Trust

Based at: Remote working plus visits to 5 Baldwin Terrace, London N1 7RU as appropriate.

Salary/ contract: Approx. £55,000 - £75,000 FTE. More for an exceptional candidate. Hours negotiable to suit the right candidate

About us

As a leading international standard for energy efficiency and comfort, Passivhaus is growing rapidly and will play a key role in the delivery of zero carbon buildings over the next ten years. The Passivhaus Trust (PHT) is a non-profit organisation that aims to promote and support the development of Passivhaus in the UK and is part of the global Passivhaus movement, and is the UK affiliate of the Passivhaus Institut and the International Passive House Association (iPHA). The Trust is also growing rapidly and, as a result, we are currently seeking to fill the above role, which will be a critical member of the Trust's senior management team.

The role

This position will provide a senior and increasing role in organisational management and development, especially to help shape the future direction of the Trust. We are currently aiming to encourage the industry to deliver 10% of all new buildings to the Passivhaus standard by 2030, and for 50% of the industry to be trained in Passivhaus principles in the same timescale; we would like the Deputy CEO to plan and lead the organisational changes needed to deliver against these targets, including scaling-up training, certification and policy engagement.

This role is likely to focus on the following areas, with the balance depending on the applicant's expertise and experience:

1. Policy and external affairs
 2. Membership and business development
 3. Organisation transformation
-
1. Policy & external affairs
 - Engagement with key policy makers (e.g. BEIS, MHCLG, Welsh Govt) to promote the PH approach
 - Engagement with the Passivhaus Institute & others (including UNECE) to increase the status of PHT activities
 - Engagement with local authorities and key client bodies (e.g. DfE, Housing Associations) to support their policy development & promote PH
 - Liaison with other policy groups (e.g. LETI, ACAN) to encourage their adoption of PH
 - Input to PHT position papers & presentations about these and associated materials (presentations, animations, videos), for example on "Passivhaus and net zero" or "Passivhaus and the retrofit challenge"
 - Monitor policy & research papers to determine their relevance to PH and prepare appropriate responses

- Attendance and presentations at relevant policy events
2. Membership and business development
 - Developing and managing the Trust's business development strategy
 - Identifying and developing relationships with key funding organisations
 - Leading the exploration and development of new PHT programmes (e.g. PHT training)
 - Supervising/preparing PHT funding proposals e.g. training, competitions, research etc
 - Collaborating with universities, local authorities and other clients and practitioners to increase the adoption of Passivhaus on their projects
 - Supervising the development and delivery of the Trust's Membership and Recruitment strategy, including development of existing member management and customer service systems.
 3. Organisational transformation
 - Preparing and implementing change management plans for new activities, including training, certification and policy engagement

About you

We are looking for an experienced leader who wants to play a pivotal role in helping to deliver the low carbon buildings needed to address the climate and ecological emergency. You will have:

- minimum qualifications of a relevant degree
- at least 10 years' relevant work experience
- strong communication and leadership skills
- experience of developing and implementing organisational business plans
- expertise in one or more of the roles outlined above.
- good technical knowledge and excellent writing skills
- knowledge of low energy building policies & practices

Contract Details

The role will be a permanent PAYE position, but we are happy to consider flexible arrangements, such as part-time working, job-shares, or secondments for appropriate candidates. Salary approx. £60,000 - £75,000 FTE, more for an exceptional candidate.

You will work alongside the Research & Policy Director (and their team), who will lead on preparation of technical research, education & policy content; and the Head of Campaigns & Communications (and their team).

There is also an option for the right candidate to combine this role with the role of [Chief Operating Officer](#) at the Trust's parent organisation, the Association for Environment Conscious Building (AECB), should you wish.

How to apply

To apply, please email a CV and a brief covering note or email stating which parts of the role you could cover and outlining your credentials and experience in those areas.

Please email to info@passivhaustrust.org.uk by 1st November 2021. Interviews will take place between 2nd and 10th November, with the intention that the chosen candidate(s) will start work in early 2022.

If you have any questions about the role that you would like to discuss, please contact the Trust's CEO, Jon Bootland on 07801 825218.