



## Co-Director/ Deputy CEO

Responsible for organisational and business development

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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 senior management.

**Job Title:** Co-Director/ Deputy CEO

**Reports to:** PHT CEO/ Board

**Based at:** Remote working (UK based) plus occasional visits to 38 Graham Street, London N1 8JX (quarterly) and attendance at industry events, which are often London-focused.

**Salary/ contract:** Approx. £75,000 FTE. Full or part-time, hours and arrangements (e.g. contract, freelance, secondment) negotiable to suit the right candidate

### About us

The Passivhaus Trust is internationally recognised for its work helping the development and adoption of the Passivhaus Standard in the UK. Leading on promotion, policy adoption and technical development for the UK, our work is directly influencing significant building programmes from local authorities, housing providers and major developers, and will play a key role in the delivery of zero carbon buildings over the next ten years. The Trust is growing rapidly, and currently restructuring its senior management, so we are seeking a Co-Director/ Deputy CEO to help lead the transformation of UK construction towards genuine healthy, low cost, zero-carbon outcomes.

### The role

The Co-Director/ Deputy CEO will play a key role in providing business development and organisational leadership to the Trust, while also helping to shape its strategic direction. We have set ambitious goals: by 2035, we aim for the industry to adopt the Passivhaus methodology in 10% of all new buildings and a significant percentage of UK retrofits, and for 50% of industry practitioners to be trained in Passivhaus principles in the same timescale. The new person will help plan and lead the changes needed to deliver against these targets, including scaling-up training, encouraging project delivery and influencing national, regional and local policy and standards.

This role is obviously multi-faceted, and is likely to require some or many of the following skills:

- Leading and managing the Trust's business development strategy
- Identifying and developing relationships with key funding organisations
- Leading the development of new income-generating programmes, including negotiation of partnerships and other agreements, particularly around education/ training
- Overseeing/ preparing PHT funding proposals e.g. training, competitions, and research projects
- Supervising the Trust's Membership and Recruitment strategy, including oversight of existing member management and customer service systems.
- Collaborating with universities, local authorities and other clients and practitioners
- Representation and presentations at relevant external events
- Policy & external affairs – for example engagement with key policy makers, local authorities and key client & funding bodies to support their policy development & promote PH

- Identifying key target audiences and then leading campaigns and promotional activities to drive behaviour change

This role will be critically important to the Trust. The Co-Director/ Deputy CEO will be part of a new management structure that will take an increasing role in the leadership of the organisation going forwards.

## About you

We are looking for an experienced business or development leader, with the passion and vision to play a pivotal role in helping to deliver the low carbon buildings needed to address the climate and ecological emergency. You will have:

- a strong track record of leadership in a related sector
- business development and management skills at a senior level
- strong communication and leadership skills
- experience of developing and implementing organisational growth plans
- demonstrable expertise in many of the areas outlined above.
- good understanding of Passivhaus and how it differs from and relates to other low energy building practices
- a pragmatic, evidence-based approach to problem solving and critical thinking

When applying, please indicate which of these areas are your greatest strength(s):

1. Fundraising/ new business development
2. Campaign & advocacy work
3. Organisational management and transformation

## Contract Details

The role will be a permanent PAYE position, at least 2.5 -3 days per week, potentially up to full-time if needed. We are happy to consider flexible arrangements, such as part-time working, job-shares, or secondments for appropriate candidates. Salary approx. £75,000 FTE, negotiable, plus 25 days annual leave & contributory pension.

We offer a flexible, supportive and mission-driven working environment with a passionate team, based on collaborative, rigorous, and impact-driven core values. We are committed to equal opportunities and encourage applications from all backgrounds.

You will report to the PHT CEO or Board as we move towards our new management structure and will work alongside the Research, Education & Policy Director (whose role will also change in the management re-structure) and the Head of Marketing & Communications. You will have support from a number of Development Associates who work on campaigns, fundraising and membership & funding proposals.

## How to apply

To apply, please email a CV and a brief covering note or email outlining your credentials, experience and why you could like to work with us. Please email to [info@passivhaustrust.org.uk](mailto:info@passivhaustrust.org.uk) by **30<sup>th</sup> May 2025**. Interviews will take place during mid June 2025, with the intention that the chosen candidate(s) will start work as soon as possible. If you have any questions about the role that you would like to discuss, please contact the Trust's current CEO, Jon Bootland on 07801 825218 or [jon@passivhaustrust.org.uk](mailto:jon@passivhaustrust.org.uk).