The UK Passive House Organisation

Passivhaus Trust
Events & Marketing Internship Specification

Role Title: Events and Marketing Intern

Reports to: Chief Executive

Based at: Sustainable Development Foundation, 5 Baldwin Terrace, London N1 7RU.

Role purpose: To assist with membership, events, marketing and general office administration.

About the Passivhaus Trust
Passivhaus is the leading international low energy, design standard. Over 37,000 units of houses, schools, offices and other buildings have been designed, built and tested to this standard across the world. The Passivhaus Trust (PHT) is a non-profit organisation that works to deliver a radical step-change in sustainability performance for the UK built environment. It aims to promote the principles of Passivhaus as a highly effective way of reducing energy use and carbon emissions from buildings in the UK, as well as providing high standards of comfort and building health.

The PHT is part of the global Passivhaus movement and is affiliated with the Passivhaus Institut and the International Passive House Association (iPHA) in Germany. PHT are a growing organisation and run a series of national and local events and promotional campaigns throughout the year in order to help fund the research, development, policy lobbying and promotion of Passivhaus within the UK building industry.

Specific tasks include

- Assisting the co-ordination of events, seminars, conferences
- Managing and updating PHT website www.passivhaustrust.org.uk
- Compiling monthly newsletters and other news e-shots
- Updating the Passivhaus projects database
- Manage Social Media and web stats- Twitter, Linkedin, Google Analytics
- Maintaining contacts database and liaising with our members
- General office administration

Candidate profile
We are looking for an adaptable, motivated and enthusiastic person with minimum qualifications of:

- A levels along with at least 1 to 2 years' work experience OR
- Relevant degree along with an interest in/or understanding of Passivhaus and sustainability of the built environment.

Role profile
This role is on a part-time, voluntary and flexible basis (approximately 2/3 days per week) for a 3 month period beginning in July 2013. Reasonable travel and lunch expenses will be covered.

How to apply
To apply, please email a CV and a brief covering note (200 words) stating why you would be best suited for the role to info@passivhaustrust.org.uk by 15th July 2013.