



Communications & Membership Assistant

Be at the forefront of sustainability for the built environment!

Role Title: Communications & Membership Assistant

Reports to: Campaigns & Communications Manager

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

- Creating unique editorial content for the website/ press releases and compiling monthly newsletters
- Sourcing relevant news about Passivhaus & low energy developments from projects to policy, and assisting with social media
- Keeping abreast with Passivhaus projects and updating our [project database](#) and [website](#)
- Keeping up to date with Passivhaus activities and updating the PHT websites www.passivhaustrust.org.uk, and www.ukphc.org.uk.
- Assisting with the co-ordination of site visits, masterclasses, conferences etc
- Assisting with the operation of campaigns, PR, and similar activities
- Assisting with the recruitment and management of PHT members
- Maintaining the contacts database & dealing with queries
- Office operations support

About you

You will be a motivated person who is passionate about sustainability and/or the built environment seeking an opportunity to unleash your eloquent writing skills & design sensibilities to help promote Passivhaus. Capable of communicating varied key messages across a range of platforms from detailed printed guides to snappy social media, whilst maintaining the company's reputation. We are looking for a team player with initiative who can simplify technical data and tailor messages to suit a range of audiences. You will have minimum qualifications of:

- Relevant degree OR
- A-levels along with at least 2 to 3 years' relevant work experience

You will ideally

- Have good copywriting skills
- Have strong design sensibilities
- Have experience of communications or related activities
- Capable of prioritising work and consistently meeting deadlines.
- Take a systematic approach, with good attention to detail
- Be comfortable with Microsoft Office, design software such as Photoshop/ InDesign and wordpress or other similar websites.

Details

The job is based in Angel, London. This role is on a part-time basis (approximately 3/4 days per week) , ideally beginning in September/October 2018. Salary will be approx. £22,000-£25,000 FTE, depending on experience, 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 21st August 2018 . We will aim to interview candidates in the first week of August (week commencing 27th), with the intention of work starting in September or early October 2018.