



Marketing & Events Coordinator/ Assistant Manager

Be at the forefront of sustainability for the built environment!

We are looking for an exceptional marketing & events coordinator/ assistant manager specialising in sustainable zero carbon buildings to join our team! The role includes organising & marketing enticing events, delivering key messages & the latest exemplary projects across a variety of platforms.

Role Title: Marketing & Events Coordinator/ Assistant Manager

Reports to: Head of Campaigns & Comms

Based at: Remote working for the foreseeable future. (Office location Passivhaus Trust, Islington, London N1 7RU.)

About us

We are in a climate emergency and in the UK, buildings are a key culprit – accountable for almost 40% of the country's total carbon emissions. Passivhaus is the leading international standard for reducing energy use from buildings, as well as providing high standards of comfort and building health. The Passivhaus Trust (PHT) is an industry leading organisation that promotes the adoption 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 with a very active annual programme, and awareness of climate action has seen a huge increase in interest in Passivhaus.

The role includes

- Organise & assist the delivery & marketing of an active & varied events programme including trade shows, conferences, and webinars.
- Assist with press and public relations, bolstering connections.
- Creating & editing unique content for external communications on several platforms ranging from website articles, press releases, editorial, and newsletters.
- Manage & expand the Trust's social media presence and assist with an evolving digital strategy.
- Assisting the promotion of the Trust's [campaigns](#), reports, events & training.
- Assist with content management for several PHT websites including: <http://www.passivhaustrust.org.uk/>, and www.ukphc.org.uk.
- Assist with analysis of marketing activities, SEO & website analytics.
- Assist with strengthening internal & member communications.

If you have strong design skills, please include a link to examples of your work or include 2-3 images with your resume. If you have brilliant communication skills, please provide links to published articles or campaigns and clearly identify what you were responsible for. As a minimum we require qualifications of a relevant degree, and 2-3 years' relevant work experience.



Essential Skills	Desirable
<ul style="list-style-type: none"> • Knowledge in sustainable buildings. • An understanding of Passivhaus. • Keen attention to detail. • Highly organised & capable of prioritising and consistently meeting deadlines. • Thrives in a fast-paced environment. • Computer literate. • Proficient in Mailchimp & Eventbrite. • Proficient in Photoshop and InDesign with strong design sensibilities. 	<ul style="list-style-type: none"> • Architecture or construction background • Working knowledge of Passivhaus. • Experience of communications, marketing, or related activities • Experience of maintaining websites. • Creating/editing images and/or video content. • Experience of organising & delivering events. • Experience of working in small teams.

Contract Details

The job is **remote working** for the foreseeable future, with weekly team meetings via zoom. Training & support will be provided via various team members for the first month, which will then be reviewed. The role will start in October 2021. Depending on experience, salary will be approx. **£25-35k FTE**. For the right candidate, the role can be negotiated to either a full time or part-time role (between 2/4 days per week), pro rata according to days worked.

The role will be predominantly based with the Passivhaus Trust, however there is the opportunity to also work with the **Sustainable Development Foundation**, a network of built environment professionals working towards a zero-carbon built environment, for 1 day per week under the same contract.

How to apply

To apply, please email a CV, examples of your work, and a brief covering note or email stating why you would be suited to the role to info@passivhaustrust.org.uk by 23rd September 2021. Interviews will take place at the end of September.

We reserve the right to interview and appoint someone before the deadline if an ideal candidate comes forward before that date.

