



Projects & Events Assistant

Be at the forefront of sustainability for the built environment!

We are looking for a Projects and Events Intern with a keen interest in a net-zero built environment to join our team on a short-term contract. The role includes researching the latest exemplary Passivhaus projects, maintaining our projects database and hosting enticing events.

Role Title: Project & Events Assistant

Reports to: CEO

Based at: Remote working.

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 assistance with

- Updating the Passivhaus projects database, online gallery & image libraries.
- Assisting the preparation and co-ordination of events, including zoom hosting duties.
- Maintaining & updating the contacts database.
- Assisting with the PHT website www.passivhaustrust.org.uk

About you

This is an excellent opportunity for someone seeking a summer position and, or work experience within the fast-growing sustainability sector. We are looking for a motivated and enthusiastic person with an interest in and understanding of sustainability and the built environment, plus minimum qualification of:

- Relevant degree OR
- A-levels along with at least 1 to 2 years' relevant work experience

Contract Details

The job is remote working, with weekly team meetings via zoom. Training & support will be provided via various team members. The role is beginning in late June or early July 2021. This is a 4-6 week paid contract on a part-time basis. Salary dependent on experience.

How to apply

To apply, please email a CV, and a brief covering note stating why you would be suited to the role to info@passivhaustrust.org.uk by 28th May 2021. Interviews will take place in June with the intention of work starting in

late June or early July 2021. We reserve the right to interview and appoint someone before the deadline if an ideal candidate comes forward before that date.