Business Management Associate

Responsible for business management & reporting

The Passivhaus Trust is growing rapidly and we need a Business Management Associate to strengthen the management of our projects, contracts & budgets/ forecasts to ensure that we're on track with our regulatory requirements as we continue to help shape the built environment sector in the UK.

Role Title: Business Management Associate (part-time or freelance)
Reports to: PHT CEO
Location: home based with occasional visits to our office at 5 Baldwin Terrace, London N1 7RU
Salary/ contract: Part-time, approx. 1 day per week. Hours negotiable to suit the right candidate. Freelance or PAYE. Approx £50k PAYE or freelance negotiable. Fixed term contract for 6/12 months.

About us

The Passivhaus Trust (PHT) is a non-profit organisation that aims to promote and support the development of Passivhaus in the UK, is part of the global Passivhaus movement, and is the UK affiliate of the Passivhaus Institute and the International Passive House Association (iPHA). As a leading international standard for energy efficiency and comfort, Passivhaus is growing rapidly and will play a key role in the delivery of zero carbon buildings over the next ten years; we are also undergoing a management transition. We are therefore seeking a Business Management Associate to help support PHT through the next stage of its existence.

The role

As we continue to grow, we need a Business Management Associate to keep track of our projects, to supervise our contracts, manage and enhance our systems, manage our project start/ sign-off policies & procedures, ensure we meet our regulatory requirements, and to assist with our budgeting, forecasting and financial reporting.

The role will involve:

- Review existing PHT management systems, contracts & procedures, including
  - Project/ contract management and reporting systems
  - Internal management processes and systems
  - Financial budgeting, forecasting & resource-planning systems
  - Risk register
- Develop/ update contract and project management systems as above
- Prepare regular reports for the CEO/ Co-Directors/ Management team
- Participate in Management Team meetings & report on the likely finance/ resource implications of proposed decisions/ activities
- Analyze and recommend future process improvement changes.

About you

We are looking for an experienced Business Management professional, who has a strong focus on systems, efficiency and management, who would like to help us deliver the low carbon buildings needed to address the climate and ecological emergency.

You will have experience of:

- Working with purpose-led, non-profit organisations/ charities.
- Developing and implementing successful project management & reporting systems.
- Staff/ team management, including staff development plans and appraisals
- Preparing and implementing new systems for budgeting, forecasting & resource planning
- Experience of working in a small organisation

Desirable strengths and skills:

- Strong people-management and communication skills.
- at least 5 years' relevant work experience

Contract Details

The role is a part-time position, possibly starting at approx. 1 day per week (to be agreed)
This will be a fixed term contract, for either 6 or 12 months, with the role to begin in Autumn 2026.
You will work from home except for occasional meetings at the PHT office Islington, London or elsewhere as needed.
You will report to the PHT CEO/ Co-Directors/ Management Team and will work closely with our Operations Co-ordinator, our Accounts Manager and our external Accountants.

How to apply

To apply, please email a CV and a brief covering note or email stating 1) why you would be suited to the role and 2) your proposed salary/ dayrate to jon@passivhaustrust.org.uk by 02/11/26. Interviews will take place in November, with the intention of work starting as soon as possible. We reserve the right to interview and appoint someone before the deadline if an ideal candidate comes forward before that date.

If you have any questions about the role that you would like to discuss, please contact the Trust's CEO, Jon Bootland on 07801 825218 or jon@passivhaustrust.org.uk.