# Research and Policy Manager

Responsible for research and policy activities

**Job Title:** Research and Policy Manager

**Reports to:** Passivhaus Trust Co-Director

**Based at:** Remote working (UK based) plus visits to 38 Graham Street, London N1 as appropriate.

**Salary/contract:** Approx. £43,000-53,000 FTE provisionally three/four days per week (both negotiable)

## About us

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. The Passivhaus Trust (PHT) is a non-profit organisation that promotes and supports the development of Passivhaus in the UK and is the UK affiliate of the Passivhaus Institut and the International Passive House Association (iPHA).

We have set an ambitious strategy aiming to encourage the industry to deliver 10% of all new buildings to the Passivhaus standard by 2035, and for 50% of the industry to be trained in Passivhaus principles by 2050 Achieving these ambitions will require robust research, evidence and policy development to demonstrate the benefits of Passivhaus and influence the policies, standards and practices that shape the built environment.

This role will play an important part in developing and delivering the Trust's research and policy programme, helping to ensure that the growth of Passivhaus in the UK is underpinned by high-quality evidence and informed by practical experience.

## The role

The role will contribute to the development and delivery of research projects and policy initiatives that support the Trust's strategic objectives. This role focuses on the following areas:

1. Research & Standards and
2. UK Policy

**1. Research & Standards**

- Preparing PHT position papers & content for associated materials (presentations, animations, videos), for example on “Passivhaus and net zero” or “Passivhaus and the retrofit challenge”
- Setting up and managing technical projects & working groups and overseeing preparation of technical papers & guides, including managing research sub-contractors
- Support development and fundraising for the Trust’s research & guidance projects
- Collaboration with Passivhaus practitioners and universities on latest research topics
- Liaison with the Passivhaus Institute and iPHA about the development of the PH standards

- Engagement with UK certifiers about application of the PH standards in the UK
- Supervising monitoring of UK Passivhaus project performance
- Managing complaints relating to Trust members or Certified projects
- Responding to technical queries
- Plus activities common to all both roles (see item 3 below)

**2. UK Policy**

- Support engagement with key Government policy makers to promote the PH approach
- Engagement with UK local authorities and key client bodies (e.g. SFT, Housing Associations, GLA, Homes England) to support their policy development & promote PH
- Liaison with other UK-wide policy groups (e.g. UKNZCBS, LETI, ACAN, UKGBC, FHH) to encourage their adoption of PH
- Monitor UK consultation/policy papers to determine their relevance to PH and preparation of draft responses and associated webinars
- Attendance and presentations at relevant UK policy events

**3. Common activities**

- Management of external advisors/ contractors
- Making presentations and writing articles/ news items
- Liaison with members and other technical or policy contacts
- Assisting with events, seminars, conferences, and campaigns
- Providing research & policy information & news to the PHT marketing team
- Representing PHT at public events &meetings

## About you

An experienced research and policy manager, you will have a strong and technical understanding of Passivhaus and the wider low-energy building sector, with experience of research, technical standards and policy engagement. You will be confident working with a wide range of stakeholders and able to translate complex technical and policy issues into clear, practical outputs.

You will be highly organised, proactive and comfortable taking responsibility for delivering projects independently, while working collaboratively as part of a small team.

## Contract Details

The role will be a temp/ permanent PAYE position with a 3-month probationary period, currently 3-4 days per week, potentially up to full-time if needed. We are happy to consider flexible arrangements, such as part-time working, job-shares, or secondments for appropriate candidates. Salary approx. £43,000 – 53,000 FTE dependent on experience.

You will report to the PHT Co-Director and work alongside members across the full PHT team

| Essential skills & experience | Desirable |
|---|---|
| • Relevant degree or equivalent professional experience<br>• 5–10 years' relevant experience in research, policy, the built environment or a related field<br>• Certified Passivhaus Designer/Consultant/ Certifier qualification, which may be expired<br>• Demonstrable experience of research and analysis<br>• Experience producing technical, research or policy outputs<br>• Strong understanding of Passivhaus and low-energy building principles<br>• Knowledge of UK building, energy or climate policy<br>• Experience working directly with UK policymakers, government departments or public bodies<br>• Strong project management and organisational skills<br>• Excellent written and verbal communication skills<br>• Ability to manage multiple priorities and meet deadlines<br>• Ability to work independently and take responsibility for delivery | • Experience of developing or managing technical standards, guidance or working groups<br>• Experience collaborating with universities or research organisations<br>• Experience of monitoring or evaluating building performance<br>• Experience developing research proposals and securing project funding<br>• Knowledge of UK building regulations and relevant standards<br>• Experience of retrofit policy and practice, including EnerPHit<br>• Experience managing external consultants, advisors or contractors<br>• Experience presenting at conferences, seminars or industry events<br>• Experience writing for professional or industry audiences |

# How to apply

Please send your

1. Detailed CV,
2. 300-word statement (as an attachment not in the body of the email application) explaining your suitability to **vacancies@passivhaustrust.org.uk**
3. Note incomplete applications will not be assessed.

There will be a shortlisting to interview, and a short assessment to respond to as part of the interview process (to be presented at interview). More details if successful on the shortlist.

Equality, Diversity and Inclusion

If you've got the right skills for the job, we want to hear from you. We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief, race, caring responsibilities, care experience or social background.

Disability and Accessibility

If you have any difficulties with your application because of a disability, please contact info@Passivhaustrust.co.uk and we will discuss how we can help you.

**Application deadline:** Friday 23rd October 2026
**Interviews:** November 2026 (may be held earlier for strong candidates)