



# Programme Manager - Buildings

**Application deadline: 3 January 2024**

29 November 2023

We are looking for a highly motivated Programme Manager to join our Buildings and Industry team and drive our high-impact work towards a sustainable and circular built environment. In this role, you will lead our campaign, advocacy, and technical work to make sure the built environment benefits people and the environment. Working in close partnership with our wide network of members and partners, you will contribute to the shaping of a mix of policies and standards that effectively decrease the energy use and whole life carbon emissions of buildings while improving quality of life and serving society

**About ECOS:** ECOS is an international NGO with a network of members and experts advocating for environmentally friendly standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. Our successes include mainstreaming ecodesign, introducing universal chargers, and improving our right to repair. ECOS is headquartered in Brussels and has an exceptional team of 40 staff supported by a network of over 60 technical experts and almost 60 member organisations.

## Your main tasks will be to:

### Policy & standards

- Shape and implement advocacy strategies to obtain ambitious policies and standards that drastically reduce the impact of the buildings sector on the environment, and serve society at European and international level.
- Support the team advocacy efforts towards the decarbonisation of key construction materials like steel and cement
- Produce impactful materials and strategies in response to targets and opportunities
- Represent ECOS in relevant meetings, such as meetings of standardisation organisations (CEN, ISO), European institutions, international fora and campaigns, workshops, and conferences
- Select, manage, and oversee technical experts to assist our work

### Engagement with ECOS networks

- Create impactful communications content for ECOS including articles, opinion pieces, and publications, in cooperation with the Communications Department
- Ensure effective involvement of members and experts in ECOS activities
- Actively strengthen cooperation with ECOS networks including member organisations, potential new members, policy-makers, campaigns and any relevant stakeholders



### **Project portfolio management**

- Project management including coordinating the work of colleagues across various teams
- Manage and develop relationships with funders

### **Skills and experience required:**

- Minimum 3 years of relevant professional experience, preferably with NGOs, institutions, consultancies, or companies working in the environmental field
- Knowledge of buildings, construction products or industry policies at national, European or international level or a desire and capacity to develop such knowledge
- Demonstrated experience in developing & implementing strategies to achieve change
- Appetite for technical work and willingness to develop understanding of the standardisation processes
- Commitment to the values, vision and mission of environmental NGOs
- Strong analytical skills & ability to translate technical information into digestible information
- Excellent time and project management skills
- Excellent writing, communication, networking and negotiation skills
- Fluent English, other languages an asset

### **What we offer:**

- An opportunity to transform regulations and standards to reduce emissions from the built environment
- An open-ended Belgian contract with a competitive salary package €3600–€4700 paid 13,92 times per year, according to the ECOS salary scale. Actual salary will be determined depending on skills and relevant experience of the candidate
- An attractive benefits package (meal vouchers, pension scheme, 13th month, excellent insurance, teleworking allowance, public transport, eco-cheques etc.), additional holidays and a focus on employee wellbeing.
- A flexible, dynamic, and very pleasant international working environment
- Being part of a dedicated team whose common goal it is to protect the environment
- A commitment to an inclusive and empowering approach to addressing our environmental challenges

### **How to apply:**

Applicants should send a CV and cover letter by no later than **3 January 2024** to: [careers@ecostandard.org](mailto:careers@ecostandard.org), with the subject line “PM Buildings: your name”. We regret that only short-listed candidates will be contacted.

ECOS is an equal opportunity employer, placing great value on diversity and inclusion in the workplace. We welcome applications from candidates with diverse cultural backgrounds and expertise.