

STBA

SUSTAINABLE TRADITIONAL
BUILDINGS ALLIANCE

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Wanted: Communications & events co-ordinator (part time)

Be at the forefront of sustainability for the traditional built environment

We're looking for a communications and events co-ordinator to join our team. The role includes delivering key messages across a variety of media to our Members and Supporting Organisations, and organising three events per annum.

Role Title: Communications and events co-ordinator

Hours: 1 day per week (more around events)

Reports to: Director of the STBA

Based at: Home or at our shared office space in Bristol or London, with occasional visits as needed to our main offices in London (expenses paid if not London-based).

About us

The STBA specialises in the sustainability of older buildings - mainly those constructed prior to 1919. We help to develop policy, guidance and training in order to minimise risks and maximise benefits when changes are proposed to these buildings, especially when they are retrofitted to improve their energy efficiency. We aim to optimise:

- The health of the occupants;
- The health and durability of the building fabric;
- The energy consumption attributed to the building/occupants;
- The impact on our communities and culture;
- The impact on the natural environment.

We are a membership-based organisation governed by an independent board. Our key Patrons are The National Trust, Historic England, Cadw/Welsh Government and SPAB.

The role

The role offers an interesting and varied mix of activities, including:

- Creating unique content for the website, Twitter, Linked-in and other social media;
- Organising and publicising Annual Conference in June, smaller Autumn Event in October and Members Meeting in February;
- Designing and emailing out quarterly newsletters;
- Communications with our affiliate members and Supporting Organisations.

About you

We are looking for a fluent communicator with a passion for and understanding of older buildings and sustainability, possibly based in **Bristol** - as key STBA executives are based in Somerset and Cardiff. You will be a motivated person who has a **minimum of 2 years relevant work experience**, including some marketing/communications experience.

Essential Attributes

- Building industry background or knowledge of older buildings;
- Experience of communications & marketing activities;
- Awareness of sustainability issues in the built environment;
- Proficiency in a design package such as Photoshop or InDesign;
- Experience of content management for websites;
- Ability to prioritise work and consistently meet deadlines;
- Keen attention to detail.

Desirable Attributes

- Experience of organising & delivering events.
- Experience of maintaining & analysing professional social media profiles.
- Website design experience - we are looking to rebuild our website on a new platform in the near future

Salary & Benefits

£25,000 - £30,000 per annum full time equivalent, pro rata or freelance equivalent

Optional Pension contribution at current regulatory levels (3% pension from employer, 5% from employee)

4 weeks plus Bank Holidays (pro rata) paid holiday per annum.

How to apply

To apply, please email a CV and a brief covering letter or email stating why you would be suited to the role to Nigel Griffiths, STBA Director (nigel@stbauk.org) by 15th January 2020. Interviews will take place in either Bristol or London in the last week of January with the intention of work starting from March 2020 or before. We are seeking to fill this post quickly, so work could begin before that date by mutual agreement.