

**Job Description**

<b>Employer:</b>	Energy UK
<b>Job title:</b>	Member Programmes and Policy Executive
<b>Location:</b>	Our main offices are in London but we offer the opportunity for hybrid working arrangements
<b>Contract:</b>	Permanent, Full Time (35.25 hours a week)
<b>Department</b>	Member Services
<b>Reporting to</b>	Head of Governance and Member Services
<b>Salary:</b>	A competitive salary will be offered

**About Energy UK**

Energy UK works with our members, government, the regulator and wider stakeholders to champion a sustainable UK energy industry. Our vision for a sustainable energy sector is one in which our customers receive excellent services at affordable prices, our infrastructure powers the zero-carbon economy, and where our UK industry is both successful today and able to invest for tomorrow.

Our members come from right across the energy sector, from energy suppliers, and large power generators, to companies providing technologies and services in heat, transport, or power. The energy sector has been changing rapidly in the UK, with more change to come, as we look to deliver on UK decarbonisation; this is most interesting time to work in energy.

The breadth of our membership means that we see the whole picture in energy, and we bring this, and our passion for good communications, to influence policy and the wider debate on energy. We want to make sure customers have a fair deal and access to great energy services, especially the fuel poor and vulnerable; that the industry sets high standards for its performance and engagement with customers; and that we build the Net Zero economy.

We really value our organisational culture at Energy UK. We have high quality support and development opportunities for our employees, and we are proud to have been awarded a silver accreditation with Investors in People. We know that the wellbeing of employees is key to our success and this is reflected in our progressive policies around wellbeing, flexible working and mental health.

Energy UK plays a key role in promoting diversity and inclusion across the energy industry. In addition to our Young Energy Professionals Forum, we run a thriving LGBT+ network - "Pride in Energy" - and have an "Equality and Diversity Forum" to share best practice and foster collaboration across the industry on all issues relating to equality and diversity, through our annual Diversity and Inclusion conference.

### **Job purpose**

We are looking for a new Member Programmes and Policy Executive to join our Member Services and Governance Team to support the delivery of industry initiatives and work across policy and operational issues surrounding the retail energy market.

This role will be well-suited to someone who is passionate about the energy sector and our transition to Net Zero, thrives on working to goals and deadlines, and enjoys building relationships with colleagues within their organisation and beyond.

The effective delivery of our industry initiatives such as the Young Energy Professionals Forum, the Vulnerability Commitment and the Energy Switch Guarantee are crucial to the reputation and success of the sector. They help the sector to raise standards of customer service and share good practice in supporting households.

The job holder will play a key role in ensuring these projects and initiatives run smoothly, working reliably to deadlines and playing an active part in Energy UK's engagement with external stakeholders. Their responsibilities will include working with the team to plan and organise events, write research reports, review data, and convene and contribute to meetings. It will be a wide-ranging role that provides a great platform for someone looking to build a career in energy - it provides an introduction to individuals and companies across the energy retail sector, and consists of a mixture of administrative and more creative duties. They will also have the opportunity to participate in industry working groups, engage with government, the regulator and Energy UK members.

### **Person Specification**

- ▶ Degree level or equivalent qualification
- ▶ Excellent verbal presentation and report writing skills
- ▶ Strong relationship building skills
- ▶ Ability to work independently as well as a team player

### **Benefits**

- ▶ A competitive salary will be offered
- ▶ 25 days annual holiday plus statutory holidays with the benefit of buying an extra 5 days a year.
- ▶ Annual season ticket loan
- ▶ An employer's pension contribution of 5%
- ▶ Health and dental insurance
- ▶ Leave for Charitable work
- ▶ Access to an employee assistance programme
- ▶ Training and Development
- ▶ A hybrid working environment with the opportunity to work 2/3 days a week from home
- ▶ Flexible working arrangement with core hours of 10am to 4pm
- ▶ Flexible Working Arrangements available to be requested from day one of employment