

Job Description

Employer:	Energy UK
Job title:	Public Affairs Officer
Location	Our office is in London but we offer the opportunity for hybrid working arrangements
Contract:	Permanent, Full Time – 35.25 hours a week
Department	Communications
Salary:	From £30,000 (negotiable depending on experience)
Application Close:	5pm on 16 June 2026 but we would encourage early application as we reserve the right to close this vacancy early if we receive a high volume of suitable candidates
<p>We are seeking to create a diverse work culture that is truly representative of society, embraces different perspectives and attracts the best, most creative talent on our team. We value transferable skills and encourage applicants from all backgrounds to apply, even if they don't meet all of the criteria. We are proud to work in an inclusive, friendly, and supportive environment and if you have additional needs, we or our agency would be very happy to speak about any support we could offer, during the recruitment process.</p>	

About Energy UK

Energy UK is the trade association for the energy industry, representing companies investing billions of pounds to secure our country's current and future energy needs.

From growing start-ups to major electricity generators, grid and infrastructure developers and energy suppliers, our members are driving change across power, heat, transport, flexibility homes and businesses.

We provide a collective voice for the sector working with governments, regulators, charities and other organisations to provide crucial insight that shapes policy, offers solutions and promotes best practice.

Our broad view across the whole system supports evidence-based positions which are not tied to particular technologies, and are focused on delivering strategic benefits for people, businesses and the economy.

We champion initiatives such as our Vulnerability Commitment, which pushes suppliers to go beyond regulation to support customers with additional needs, and TIDE, the industry's drive for greater inclusion and diversity. Through our Young Energy Professionals Forum, we support the development of future leaders.

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 Platinum 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.

Job purpose

There has never been a more exciting time to work in the energy industry as the sector goes through one of the biggest industrial transitions the UK has seen. The energy sector is one of the leading areas for investment in the UK and will also underpin almost every other sector in the economy to decarbonise and drive economic growth.

Energy has always been a high-profile sector, but that has never been more true than now. Barely a day goes by when energy is not one of, or the top story on the news agenda and Energy UK, given its broad and depth of membership, plays a vital role in communicating the sector's story. Energy UK is regularly asked to provide evidence to parliamentary committees or brief MPs, charities and business groups, hold regular meetings with ministers and secretaries of state, attend major events at 10 Downing Street, or give the industry perspective to the country's biggest media outlets.

As the Public Affairs Officer you will work on these issues at the top of the political and media agenda. This role requires someone enthusiastic about public affairs and able to develop relationships across all political parties and the external stakeholder landscape, including charities, business groups, climate campaigners and NGOs.

As the voice of the energy industry, public affairs and engagement is an essential part of our role as a trade association, and this post holder will help ensure that our and our members' views are represented and communicated effectively to important stakeholders.

The post holder will work within our Communications and Public Affairs team, supporting the Senior Public Affairs Manager and Deputy Director for External Affairs, in delivering and shaping our public affairs strategy. They will also work closely with other Energy UK staff at all levels, including the CEO, on a range of issues, including shaping policy on the retail market, low-carbon energy generation, decarbonisation of heat, grid connections, planning and electric vehicles, to highlight just a few areas.

This post holder will have a good working knowledge of UK political systems – from the workings of select committees and progress of legislation through the Houses of Parliament. This post holder will also have a good understanding and experience of working effectively with politicians, and instinct for the wider stakeholder landscape of the industry from consumer and environmental groups, to regulators and other interested organisations.

Main Duties

- ▶ Securing and supporting meetings with key stakeholders, including parliamentarians.
- ▶ Building relationships with important stakeholders to establish a positive working relationship and communicate our positions, including sending briefings or media statements.
- ▶ Supported by the Senior Public Affairs Manager, delivering on the parliamentary engagement strategy for Energy UK and representing the organisation to senior stakeholders.
- ▶ Supporting Energy UK political events including the annual parliamentary reception and attendance at party conferences.
- ▶ Collaborate closely with our members and policy colleagues to ensure a comprehensive understanding of our policy positions and organisational priorities.

- ▶ Supporting Energy UK's senior committees and working groups, including attending to take notes as well as engaging with members on the key political set pieces.
- ▶ Monitoring of parliamentary and other political developments and providing members with timely and accurate updates.
- ▶ Providing public affairs advice to senior management and teams across Energy UK.
- ▶ Timely verbal and written communication to Energy UK members including regular updates and briefing.
- ▶ Production of briefing materials and facts sheets.
- ▶ Drafting and arranging correspondence with parliamentary stakeholders.

Skills and Experience

The post holder should be able to work independently, manage multiple tasks to a deadline and maintain the integrity and high standards of our external communications. They should also have the ability to adapt and respond quickly to political events and changes.

Essential experience:

- ▶ Knowledge of parliamentary procedure and how to engage with political stakeholders from working within Parliament or closely with it.
- ▶ A deep interest in politics and the media, and an appetite to learn about the interaction with the energy sector.
- ▶ Proactive by nature and comfortable delivering a programme of engagement, with the right support.
- ▶ Evidence of working with external stakeholders, being proactive in communications and managing relationships with them.
- ▶ Excellent verbal & written communication skills.
- ▶ Timely production of briefings for senior internal stakeholders and internal collaboration.

Desirable:

- ▶ Previous trade association experience or knowledge of the energy industry.
- ▶ Understanding of EU and devolved institutions.
- ▶ Proficient on social media and digital channels.

Benefits

- ▶ A competitive salary
- ▶ 25 days annual holiday plus statutory holidays with the benefit of buying an extra 5 days a year.
- ▶ Birthday Leave and an extra day at Easter
- ▶ Energy UK is a member of Climate Perks, allowing employees to claim up to two days for staff who travel on holiday by train, coach or boat instead of flying.
- ▶ Annual season ticket loan
- ▶ An employer's pension contribution of up to 8% if this is matched by the employee.
- ▶ Aviva Health insurance with dental and optical cashback
- ▶ Leave for Charitable work
- ▶ Access to an employee assistance programme
- ▶ Learning and Development Opportunities
- ▶ A hybrid working environment with the opportunity to work 2/3 days a week from home