

Job Description

Employer:	Energy UK
Job title:	Policy Executive
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	Investment and Systems Team
Salary:	Starting salary will be dependent on experience and qualifications, typically sitting between £30,000 and £34,000
Reporting to:	Deputy Directors
Application Close:	5pm on 19 th 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

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 would be very happy to speak about any support we could offer during the recruitment process.

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

We are looking for Policy Executives to join our Policy Team to work across policy, regulatory, and strategic issues in the energy sector. The postholder will have opportunities to develop and increase their knowledge of the energy industry by supporting the teams in managing working groups, engaging closely with members, developing policy positions, conducting research, drafting briefings, responding to consultations and liaising with stakeholders on key policy areas.

Main Duties

Main Duties will include:

- Working with Energy UK members and all relevant external stakeholders to help formulate policy positions that contribute to the delivery of Energy UK's policy and advocacy.
- Helping to prepare position papers, drafting consultation responses, and preparing industry reports for submission to Government and the regulator.
- Helping develop and maintain positive working relationships with a wide variety of stakeholders including MPs, Government officials, NGOs, policy think tanks, consumer advocates and other opinion formers.
- Work collaboratively across Energy UK's teams to make the most of Energy UK's cross-sectoral expertise and membership and ensure coherent and holistic policy development.
- Helping ensure that Energy UK members are kept up to date with relevant developments
- Such other tasks as may be reasonably determined from time to time.

Skills and Experience

Essential experience:

- ▶ Proven background in an energy-related context
- ▶ Political awareness in Britain and an ability to understand how policy changes may impact the broader landscape
- ▶ Awareness of key institutions and policymakers and how they operate
- ▶ Ability to understand and communicate complex issues
- ▶ Excellent analytical and report-writing skills
- ▶ Ability to brief non-expert and expert audiences
- ▶ Ability to build new relationships with industry stakeholders and build trust with members
- ▶ Can demonstrate the Energy UK values of integrity, ambition, inclusiveness and collaboration.

Desirable experience:

- ▶ It would be beneficial to have specific knowledge of the GB power market design and an understanding of electricity and gas market arrangements for generation, storage, networks and flexibility and non-market issues such as regulatory barriers.
- ▶ It would also be beneficial to have specific experience of running industry meetings or presenting to expert and non-expert audiences.

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