

Job Description

Employer:	Energy UK
Job title:	Stakeholder Relationship and Events Executive
Location:	Our main offices are in London but offer a hybrid working arrangement
Contract:	Full Time
Salary:	Starting salary will be dependent on experience and qualifications, typically sitting between £30,000 and £34,000
Hours of work:	35.25 hours a week with flexibility as and when required
Application Close:	The closing date for applications is 5pm on 19 th June 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

Both Energy UK's events and membership teams work across the full breadth of our membership to deliver impactful initiatives, through strong relationships both with our member companies and trusted partners.

Our members include some of the biggest companies in energy, as well as fast-growing start-ups, and the role offers opportunities to raise your profile across the sector.

The role holder will have strong relationship-building skills and enjoy finding ways to strengthen our partnerships with Members, sponsors and stakeholders across the breadth of the sector. They will have an interest in commercial operations, shaping revenue opportunities and fostering new collaborative partnerships.

We work closely with Members and partners to deliver impactful events that support our policy and advocacy priorities. The role will involve responsibility for organising and delivering a range of events, including breakfast briefings, roundtables, dinners, Parliamentary receptions, hybrid and online events, as well as larger-scale conferences. We pride ourselves on both the quality and accessibility of our events; the successful candidate will ensure an inclusive experience for attendees while supporting Energy UK's wider engagement and stakeholder objectives.

We are looking for people who are **personable, organised, goal-oriented** and who will enjoy the challenge of being part of a high-performing team within Energy UK that is transforming our approach to organising and delivering events and stakeholder engagement.

Main Duties

- ▶ Support Energy UK's commercial strategy, driving revenue growth across membership, events, sponsorship, training and partnerships.
- ▶ Identify, negotiate and secure new opportunities, including partnerships, sponsorships and training course bookings.
- ▶ Engaging with companies across and outside of our membership to explore the potential for collaboration.
- ▶ Building your understanding of the energy landscape and Energy UK's role within it.
- ▶ Using data to track and improve member engagement and attendance and quality of our events.
- ▶ Leading on specific events and projects.
- ▶ Build trusting relationships and understanding of the key priorities and interests of our Members, finding links between these priorities and Energy UK's work.

Skills and experience

- ▶ Strong communication and interpersonal skills, with the ability to build positive working relationships with a range of stakeholders.
- ▶ Good organisational skills, with the ability to manage competing priorities and work across a varied workload.
- ▶ A proactive mindset, with the confidence to take ownership of tasks and contribute ideas.
- ▶ Comfortable working with data and feedback to help improve engagement, attendance and overall delivery.
- ▶ An interest in developing commercial opportunities and supporting member engagement activity.
- ▶ Experience of coordinating or supporting events, projects or partnerships.
- ▶ A collaborative approach and the ability to work effectively with colleagues and external organisations.
- ▶ An interest in the energy sector and business landscape.
- ▶ Experience using digital tools and online platforms to support events, engagement and day-to-day operations would be an advantage.

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.
- ▶ Birthday Leave and extra day at Easter
- ▶ EUK 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