

Job Specification - Part-time Policy & Advocacy Manager

Community Energy England

CEE is the representative organisation for the community energy sector. Our membership exceeds 200 and includes community energy enterprises and other organisations from the private and public sectors with interests in community energy.

The sector is facing unprecedented change. CEE's role as the voice of community energy will be crucial in ensuring improvements to the regulatory, commercial and political infrastructure.

CEE's vision: Putting people at the heart of the energy system.

CEE's mission: To support and accelerate the transition to a fair, low carbon and community-led energy system.

Key objectives, in addition to our representational role, are to support the development of the community energy sector and to build partnerships with the corporate and public sectors.

We are a small organisation with 4 members of staff and a board of 8.

Please look at our [website](#) further information.

The role

We are looking for a Policy & Advocacy Manager to work with the Chief Executive to design and deliver impactful advocacy, policy and engagement strategies for the UK community energy sector. The role will lead on coordinating and drafting policy positions for community energy and cultivating relationships with influential champions and stakeholders, across the private, public and community sectors.

The position will work closely with our members to develop a strong knowledge of the sector's activities, opportunities and challenges. You will also represent CEE within external coalitions and networks related to energy, climate change, community action and social enterprise to increase the profile of and commitment to community energy.

This is a new post with some flexibility related to location and working patterns (see Benefits, terms and applications section below). It is anticipated that you will attend regular meetings in London, with occasional travel to other parts of the country including monthly travel to CEE's office in Sheffield.

Principal responsibilities

- Researching, analysing and producing briefings on policy and regulatory developments
- Working with members to agree policy positions and consultation responses
- Developing and supporting policy networks and working groups
- Engaging with key stakeholders such as members, civil servants, special advisers, regulators, academics, journalists, politicians, coalitions and trade associations to raise the profile of and commitment to community energy
- Presenting policy positions to officials, politicians and opinion formers

- Representing CEE on advisory groups and at events
- To undertake such other appropriate functions as may be required to ensure the effective operation of the association.

Person specification

Essential experience, skills and qualities

The preferred candidate will have the following abilities and aptitudes:

- Energy policy experience and a strong understanding of the regulatory changes in the energy market
- Experience of representing policy & advocacy positions to various audiences
- Experience of building constructive working relationships with a diverse range of stakeholders and coalitions
- Excellent verbal and written communication skills
- Public speaking to a variety of specialist & general audiences
- Proven ability to deal sensitively & discreetly with people & information
- Proven ability to work to deadlines & to prioritise work effectively
- Outstanding organisational and leadership abilities
- Self-starter and ability to work independently
- Working knowledge of business software, such as MS Office
- Willingness to work occasional unsocial hours and to travel as required (with notice)
- Commitment to sustainability and 'greener' approaches to office work.

Desirable experience and skills

- Involvement in community projects, either in a community enterprise or as a partner
- Knowledge of broader policy debates such those related to climate change, co-operatives, social enterprises, fuel poverty or urban & rural planning.

Benefits, terms & applications

Location: Flexible/home-based. It is anticipated that you will attend regular meetings in London. Office/hot-desking options are being explored.

Reports to: Chief Executive

Contract period: 2 years effective from the start of contract. The contract period will be extended subject to funding. The appointment will be subject to a probationary period of six months.

Salary: £35,000 - £40,000 pro rata per annum (dependent upon experience).

Hours: The role is intended to be part-time working hours of 18.5 hours a week but the number of hours/days per week can be negotiated and will depend on the candidate's skills and expertise. There may need to be flexible regarding working days and occasional travel and weekend/evening working (with notice) may be required. Travel expenses will be paid by CEE in line with our sustainable travel policy.

Leave: 25 days' paid holiday a year (pro rata) plus Bank Holidays.

Pension: 5% pension contribution.

Other benefits: Cycle to work scheme.

Application process

If you would like to apply for this opportunity please send your CV and covering letter demonstrating your suitability; showing how you meet each of the key requirements and why you are interested in this role to: emma.bridge@communityenergyengland.org with your name and job title in the subject line.

Closing date for applications will be 1 March. Late submissions will not be considered.

All applications will be acknowledged, but only shortlisted candidates will be interviewed. Interviews will be held on 20 March in London.

CEE is committed to equality and fairness for all in our employment. We oppose all forms of unlawful and unfair discrimination and will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age.