

## Job Description

<b>Role Title</b>	<b>Net zero programme engagement lead</b>
<b>Job Family &amp; Category</b>	<b>Technical Specialist – Senior Technical Specialist</b>
<b>Team</b>	Energy
<b>Line Manager</b>	Head of programme delivery – community and renewable energy
<b>New/ Existing Role</b>	New
<b>Perm/ Fixed Term</b>	Permanent
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>Budget/ Equipment Responsibilities</b></li> <li>▪ <b>People Responsibilities</b></li> <li>▪ <b>Contractor Responsibilities</b></li> <li>▪ <b>None</b></li> </ul>
<b>Job purpose</b>	<p>You will lead the Engagement Management Office and build strong and meaningful relationships with influential stakeholders across London, identifying strategic opportunities to bring them and their decarbonisation efforts together as you convene communities of practice, workshops, innovation networks and facilitate the development of joint projects.</p> <p>You will run a sustained and evolving campaign of stakeholder activities that helps organisations to access and participate in services that help them bring large projects to life.</p>

<p><b>Key responsibilities</b></p>	<p>Programme delivery</p> <ul style="list-style-type: none"> <li>▪ Co-produce with our client and their key stakeholders, engagement plans and activity that will accelerate their progress to net zero through retrofit action.</li> <li>▪ Implement stakeholder engagement plans and deliver stakeholder engagement activity in line with the programme timescales and budgets.</li> <li>▪ Collaborate with marketing colleagues to ensure B2B marketing activity is aligned to programme objectives and ensure appropriate sign-off for externally facing collateral.</li> <li>▪ Continue developing own expertise in domestic and non-domestic retrofit and low carbon technologies and the markets for these and stay ahead with the developments in the sector to inform programme activity.</li> <li>▪ Work with senior managers, workstream leads and key delivery partners to devise engagement/communications/partnership strategies and plans.</li> <li>▪ Work with the programme managers to set KPIs. monitor, evaluate and report on the effectiveness of our communications activities.</li> </ul> <p>Stakeholder engagement</p> <ul style="list-style-type: none"> <li>▪ Build and maintain effective and long-lasting relationships with programme stakeholders and potential clients.</li> <li>▪ Facilitate, attend and/or present at industry events, sharing and positioning our expertise and offering as part of programme delivery.</li> <li>▪ Maintain and share, within Energy Saving Trust, records of these stakeholder contacts and activities for the purposes of client</li> </ul>
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relationship management across the business.

- Monitor and record impacts of engagement both to feed performance reviews and reporting requirements
- Devise and implement feedback loops so that there is continuous review and refinement of the approach to stakeholder engagement in line with what is working well
- Build and maintain effective relationships with programme consortium and internal stakeholders – including wider business, partners and MarComms departments.
- Be an ambassador for and build the profile of Energy Saving Trust’s low carbon work technology and decarbonisation work internally and externally.

Supporting our EDI efforts

- A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation.

**Within one month, you will:**

- Identified the operational systems that will deliver excellent communications to our clients and partners as well as your Energy Saving Trust colleagues.
- Identified the priority stakeholder engagement actions for the client and the consortia to consolidate the working draft of the stakeholder engagement plan.
- Identified the first next steps that will kick off the delivery of the stakeholder engagement plan to initiate the ongoing development of action plans and delivery.

**Within three months, you will:**

- Have engaged with those identified as priority stakeholders to secure key contacts wishing to stay informed of project developments and opportunities.
- Have planned and established the first round of engagement activities with the result of having first attendees confirmed.

**Within six months, you will:**

- Be managing engagement with a broad range of key contacts identified across a spread of sectors, to enable them to progress effectively through the programme.
- Deliver strong wider stakeholder engagement and recruitment activities to support the team.

<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>▪ Proven ability to build relationships with senior stakeholders.</li><li>▪ Strong programme management skills including managing budgets.</li><li>▪ Good understanding of the relevant energy/ net zero sector.</li><li>▪ Experience of translating complex info into compelling communication for stakeholders.</li><li>▪ Self-motivated and able to work autonomously, take initiative and be comfortable with ambiguity.</li><li>▪ Demonstrate commitment to addressing the climate emergency and energy inequality.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>▪ Experience working in a similar role.</li><li>▪ Demonstrable experience of leading coordinated activities across a network or partnership of diverse external organisations.</li></ul>
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