

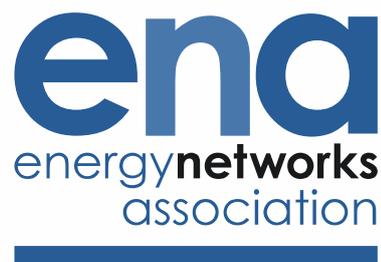
Communications Assistant

External Affairs Department

Salary: £30,000 - £35,000 per annum

Contract: Permanent, Full-Time

Location: London Bridge/More London



About ENA

Energy Networks Association (ENA) represents the transmission and distribution network operators for electricity and gas in the UK and Ireland. Our members control and maintain the critical national infrastructure that delivers these vital services into our homes and businesses. As the voice of the energy networks sector, ENA acts as a strategic focus and channel of communication for the industry (<https://www.energynetworks.org/>)

About the team:

Our External Affairs team supports our members with public affairs, media relations, digital communications and stakeholder engagement. We do this through a range of channels including briefings and events with journalists, politicians and other influencers, as well as producing news stories and social media content to reach our audiences.

Job Purpose

Reporting to the Director of External Affairs, the Communications Assistant will:

- Coordinate internal and external meetings, including with parliamentary offices and ENA members
- Manage hectic calendars and inboxes
- Prepare agendas and minutes and ensure the smooth running of our committees
- Keep databases up-to-date
- Undertake research and media monitoring using the services we have available, producing summaries as needed and highlighting any issues or concerns
- External Affairs supplier and team expense management, liaising with ENA's finance team
- Contribute ideas, content and copy for our online newsroom, Twitter and LinkedIn channels
- Work with external agencies – liaising, coordinating output, and managing the process
- Look after social media channels, ensuring comments are responded to quickly, accurately and professionally
- Manage ENA's forward look grid of activity
- Other duties in support of the External Affairs team as may be required from time-to-time

Person specification

The ideal candidate will have the following skills and experience:

- You'll be proactive about supporting the team, identifying gaps and opportunities, getting stuck in, managing your time effectively to meet deadlines and prioritising competing demands.
- You'll have excellent communications skills and the ability to multi-task and change direction quickly.
- Focus on customer service and a strong work ethic.
- Experience using LinkedIn and Twitter, preferably in a business context.
- You'll have at least three years of experience undertaking similar tasks.

Benefits

In return in addition to a competitive salary you will have access to a range of other employee benefits including; 28 days' holiday entitlement; Group Personal Pension Scheme, Annual Bupa Medical Assessment, Employee Assistance Programme and an interest-free season ticket or bike loan.

To apply, please send your CV with a covering letter quoting EXA22, outlining why you feel you would be suitable for the role and including details of your current salary to recruitment@energynetworks.org

Closing date for applications: **Friday 7 May 2021**

No Agencies