

## Open Networks Project Coordinator

**Salary:** Competitive salary, dependent on experience

**Contract:** Permanent, Full-Time

**Location:** London Bridge - flexible working opportunities

### About us

Energy Networks Association (ENA) represents the 'wires and pipes' transmission and distribution network operators for gas and electricity in the UK and Ireland. Our Members control and maintain the critical national infrastructure that delivers these vital services into our homes and businesses. More information about the company can be found here:

<https://www.energynetworks.org/info/about/who-we-are.html>

ENA leads a number of strategic programmes on behalf of its members to address strategic industry challenges and the Open Networks programme is one of them. Open Networks is a major industry initiative that is transforming the electricity networks into smart grids that can support UK's Net Zero ambitions. More information about the programme can be found here: <https://www.energynetworks.org/electricity/futures/open-networks-project/open-networks-project-overview/>

Open Networks is now in its fifth year and is focussing on everything from policy and regulation to technical processes. It is a complex programme of work that has a large stakeholder base and a number of dependencies, both internally within the programme and at ENA as well as externally with other industry initiatives that required substantial coordination.

### The role

We are looking for a Project Coordinator to join the Open Networks team at ENA to support the delivery of the programme. This is a full time and permanent role that will be broad and versatile. The role will report to the Head of Open Network and will work closely with the other members of the team including the project manager, technical and comms leads.

The successful candidate will be a professional and enthusiastic individual, with proven experience as project coordinator or equivalent role in a fast-paced project environment.

### Key responsibilities

Main responsibilities will be to:

- Assist the Open Networks team in project management, stakeholder management and administrative tasks including;
  - Co-ordinating input from member representatives and stakeholders to support the delivery of the programme in line with the work plan.
  - Supporting tracking of delivery against agreed milestones and supporting reporting.
  - Managing purchase orders and invoices.
  - Creating agendas, compiling presentation content, taking meeting minutes and following up actions.
  - Supporting collation of documents and spreadsheets with input from various areas.
  - Arranging meetings with members and stakeholders.

- Managing programme mailbox including responding to member and stakeholder queries, leading on requests and handling enquiries with relevant team members
- Maintaining filing systems, programme databases, spreadsheets, distribution lists and templates.
- Managing the review and publication of programme deliverables on ENA's website and updating the programme webpage on ENA's website where relevant.
- Supporting management of and updates to the programme's external stakeholder groups.
- Supporting webinars, workshops and the Open Networks Community Energy Forums - including information sharing, collating slides, setting up dry runs/briefings and uploading associated documents to ENA's website pre/post event (such as presentations and recordings) and supporting drafting of comms as required.
- Supporting external speaking opportunities – including liaising with external events teams on logistics such as sharing logos and updating team biographies.
- Assisting in the use of IT tools such as Teams, Doodle, Slido, etc.
- Contribute to wider Innovation and Electricity Systems team initiatives

### **Person specification**

#### ***Essential criteria:***

- Experience of working in a co-ordination or similar role in a project environment.
- A sound working knowledge of the Microsoft Office Suite (MS Word, Forms, Excel and PowerPoint in particular) and Microsoft Outlook is essential. Knowledge of IT tools such as those mentioned above is desirable.
- Strong attention to detail and ability to work at pace and independently is essential.
- Initiative and self-motivation, along with demonstrable experience in building positive and productive relationships with colleagues, Members and Stakeholders is essential.
- Strong written and spoken English communication skills.
- Ability to successfully work in a team environment and be easily adapt to fast-paced and changing scenarios.
- Strong organisational skills and takes responsibility for delivering expected outcomes on time and to standard
- Effective communicator, both orally and in writing - including ability to draft papers, reports and industry responses.

#### ***Desirable criteria:***

- Experience working in, or with, a trade association or consultancy, particularly those with multiple clients and/or members is desirable.
- Beneficial to have a background in the energy or utilities sector context.

### **Benefits**

Benefits include; Flexible working, 28 days' holiday entitlement; Group Personal Pension Scheme (12% employer contribution), Annual Bupa Medical, Employee Assistance Programme and an interest-free season ticket or bike loan.

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

[recruitment@energynetworks.org](mailto:recruitment@energynetworks.org)

Closing date for applications: **Friday 3 December 2021**

**No Agencies**