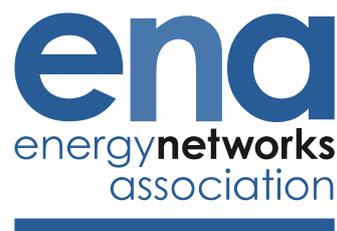


Project Coordinator, Open Networks **Innovation & Electricity Systems Department**

Salary: Competitive salary, dependent on experience

Contract: Permanent, Full-Time

Location: London Bridge/More London – Hybrid Working



About ENA

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.

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 Networks and will work closely with the other members of the team including the Project Manager, Technical Lead and comms team.

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

- Assist the Open Networks team in project management and administrative tasks including;
 - Co-ordinating input from member representatives and stakeholders to support the delivery of the programme
 - Arranging meetings with members and stakeholders
 - Facilitating webinars and stakeholder engagement
 - Supporting collation of documents and spreadsheets with input from various areas
 - Maintaining filing systems, programme databases, spreadsheets, templates and relevant webpages on the ENA website
 - Managing programme mailbox and responding to member and stakeholder queries
 - Creating agendas, taking meeting minutes and following up actions

- Managing purchase orders and invoices
- Assisting in the use of IT tools such as Webex, Doodle, Slido, etc.
- Contribute to wider Innovation and Electricity Systems team initiatives

Person specification

Essential criteria:

- Experience of working in a co-ordination or administration role in a project environment.
- A sound working knowledge of the Microsoft Office Suite (MS Word, 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, internal and external stakeholders is essential.
- Strong written and spoken English communication skills, including ability to draft papers, reports, newsletters and industry responses.
- Ability to successfully work in a team environment and easily adapt to fast-paced and changing scenarios.
- Strong organisational skills and ability to take responsibility for delivering expected outcomes on time and to standard.

Desirable criteria:

- Highly beneficial to have a background in the energy or utilities sector.
- Experience working in, or with, a trade association or consultancy, particularly those with multiple clients and/or members.
- Awareness of UK's Net Zero transition and sustainability issues.

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 with the reference ON922, explaining what you could bring to this role to recruitment@energynetworks.org.

Closing date for applications: Friday 30 September 2022