

Project Coordinator

Salary: Competitive salary, dependent on experience

Contract: Permanent, Full-Time

Office Location: London Bridge – flexible working opportunities

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.

The near future is likely to bring great changes in the way that energy networks are developed and operated in a smarter environment in order to meet the challenges of a low carbon economy. The successful applicant will have the opportunity to play an active role in this exciting work.

Overview of the Role

The ENA gas team works with the gas networks and government to deliver programmes of work to help deliver the energy transition to net-zero, and particularly transitioning the gas networks to deliver hydrogen to industrial and domestic consumers. The ENA gas team also supports the gas networks with delivering collaborative programmes of work to improve safety, network reliability, environmental performance and efficiency.

We are looking for a Project Coordinator to work with the gas networks to help deliver these collaborative programmes of work

Responsibilities will include:

Supporting Networks with development and delivery of projects and deliverables

- Planning and monitoring project timelines and deliverables
- Project and meeting administration including management of programme documentation, tracking performance, taking minutes at meeting and tracking delivery of actions.
- Providing reporting to the Gas Strategy Group and other groups as required
- Liaising with the communications teams at ENA and in the networks to support delivery of communications materials as required
- Logistical support including event planning, workshops and stakeholder meetings
- Support the wider gas team as required

Essential Skills

- Experience in project management.
- Good written and communication skills including the ability to take minutes and actions
- Experience of using Microsoft Word and PowerPoint

A STEM background or other relevant experience is desirable as many of the subject areas discussed are engineering based. Interest in the energy industry is also desirable.

Benefits

In return in addition to a competitive salary you will have access to a range of other employee benefits including; 28 days' basic 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 together with any other documents you feel might strengthen your application 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 2 September 2022**