

## **Project Coordinator, Gas**

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

**Contract:** Permanent, Full-Time

**Office Location:** London Bridge – flexible working opportunities

### **About ENA**

Do you want to make a real difference in the fight against the climate crisis? Are you looking for a platform to launch your career in the energy sector? Do you want to work for an organisation at the very centre of this, engaging with senior leaders across the industry?

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 order to meet the challenges of a low carbon economy. The successful applicant will have the opportunity to play an active role in tackling this exciting challenge, working in ENA's Gas Team on important projects to decarbonise the gas grid.

### **Overview of the Role**

There has never been a more exciting time to work in the energy industry, with the Net Zero imperative necessitating widespread changes across the sector and the wider economy. The cost-of-living crisis has placed into sharp focus both the value of energy to our daily lives and the importance of decarbonising our energy supplies quickly and in a cost-effective way. The measure of our success in doing this will be dictated by key decisions that we take now and in the near future.

Decarbonisation is driving innovation, investment and rapid technological progress across the sector, and nowhere is this truer than in our energy networks. At ENA we are at the very centre of this change, with our gas team working closely with the gas networks and government on programmes of work to help deliver Net Zero by transitioning the gas networks to transport hydrogen and other low carbon gases. This includes ENA's pioneering Gas Goes Green programme, to create the world's first zero carbon gas grid, and supporting other industry initiatives looking at hydrogen for heating and innovation in gas networks.

We are looking for an enthusiastic, motivated and passionate Project Coordinator to join our growing team and work with the gas networks to help deliver these important programmes of work.

### **Responsibilities will include:**

- Supporting the gas networks with development, delivery and monitoring of key projects and deliverables
- Project and meeting administration including management of programme documentation, tracking performance, taking minutes at meetings and tracking delivery of actions
- Logistical support including event planning, workshops and stakeholder meetings
- Inputting into pieces of analysis and research as required

- Liaising with the communications teams at ENA and in the networks to support delivery of communications materials
- Working closely with other teams at ENA and with the wider energy industry to support the development of optimal, whole systems solutions for decarbonisation
- Supporting the wider gas team as required

### **Essential Skills**

- A bachelor's degree in a relevant discipline
- Experience in and/or aptitude for project management/coordination
- Good written and communication skills including the ability to take clear minutes and actions
- Strong interpersonal skills (to develop relationships with key stakeholders)
- Experience of using Microsoft Word and PowerPoint
- A "can do" approach – and a strong enthusiasm to work collaboratively to enact change
- GB energy industry knowledge (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/expected salary to [recruitment@energynetworks.org](mailto:recruitment@energynetworks.org).

**No Agencies**