

## Graduate Intern job description

Location: Exeter based  
Salary: £18,135  
Contract: Initial term for **6 months** with potential to extend to 12 months  
Hours: Full time

Regen is an equal opportunities employer and we encourage applications from those who identify as women, disabled or Black, Asian and Minority Ethnic (BAME) candidates, as these groups are underrepresented throughout our industry currently.

Established in 2003, Regen is a not-for-profit centre of energy expertise, market insight and analysis with a mission to accelerate the transformation of the world's energy system to a zero-carbon future. We are looking for an innovative and analytical person to help us grow our work and impact.

### **We offer a unique place to work:**

**Cutting edge work:** Regen works at the forefront of the transformation of our energy system. You will be working with the key players in government and industry, undertaking the analysis that underpins innovation and new approaches to the complex and difficult challenges in decarbonising energy.

**Mission led:** Everything Regen does is about transition to clean energy to combat climate change. We have no shareholders to keep happy and so we can work where we think we can have the greatest impact – whether that's developing models of the future energy system to underpin policy and investment decisions or supporting community energy groups.

**At the heart of the energy sector:** Regen is at the heart of a network of organisations working to transform energy. With over 200 member organisations, a pioneering network promoting diversity and hosting some of the leading events in the sector, this is a unique place to develop your skills, networks and profile.

**A unique place to work:** Regen is built on a shared commitment by a team of talented people to make an impact. Our culture is based on trusting and empowering our team and challenging ourselves to do excellent work that drives forward our mission.

### **What you will be doing**

Working with our dynamic and expert team the graduate, will be based in the office and will provide the data and intelligence to support project and advisory delivery teams, as well as the wider Regen team. The role will involve working with Analysts, Project Managers/Senior Project Managers, Policy Managers and Directors.

Specific tasks will include:

- Researching and summarising ongoing sustainable energy market developments
- Energy resource mapping
- Assisting in the delivery of Regen's events
- Drafting reports on agreed topic and presenting to team
- Communicating our work to our members and wider industry
- Supporting Regen's energy expertise projects as required
- Compiling datasets for future energy scenarios
- Energy demand profiling

## About you

We are seeking motivated graduates, or post-graduates with at least a 2:1 in a relevant degree to join the Regen team. Relevant degrees might include; environmental sciences, economics, engineering, mathematics, geography and the arts, but we are also keen to hear from graduates from other disciplines with a strong interest in sustainable energy, policy or communications. In the past, several of our graduate interns have gone on to work for us, and so we are specifically seeking applicants who wish to pursue a career in energy.

## Knowledge and experience

The successful candidate should demonstrate experience of a range of the following:

- Research and analysis
- Report and copy writing, proofreading and editing
- Working under time pressure, managing multiple projects simultaneously with competing priorities
- Being great at problem solving and staying calm under pressure
- Communication and organisation skills
- Knowledge of or interest in visual communication using design and graphics
- Technical skills and an experience or a willingness to create thorough analytical data models, pursue in-depth quantitative research on energy issues, and communicate the results in a clear, considered and transparent manner
- A basic knowledge of Microsoft Excel is required, and a willingness to learn more in-depth applications of Excel and VBA. – the ability to code in VBA, python, or another language is not required but could be advantageous
- Possess excellent interpersonal and communication skills with a clear writing style and persuasive telephone manner

## Your approach

Regen has a strong culture with an emphasis on team working, empowerment, independent thinking and commitment. You will need to be:

- Confident, enthusiastic, diligent and analytical.
- Pro-active, flexible and approachable
- Organised, with a hardworking attitude and excellent attention to detail
- Interested in our sector and future employment with Regen
- The kind of attitude and approach that enjoys a dynamic environment with a culture of continuous improvement
- A personal commitment to the corporate values, vision and objectives of Regen

## Employee benefits

- 25 days paid holiday increasing in increments to a maximum of 30 days (+ bank holidays)
- Flexible working
- Cycle scheme
- Interest free season ticket loans
- Enhanced maternity leave and flex return/enhanced paternity leave
- 6% Employer pension contribution
- Continuing professional development plan for all employees

## Application process

Interested candidates should send a CV with a covering letter outlining their suitability for the role, your interest in energy and why you wish to work for Regen, to Katrina Jackson [kjackson@regen.co.uk](mailto:kjackson@regen.co.uk) by **19 April 2020**. Successful interview candidates will be notified of the **interviews** taking place week commencing **04 May 2020**. No applicant receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.