

Membership and communications co-ordinator job description

Location:	Exeter (office based)
Reports to:	Head of networks and development
Salary:	£20-24k per annum
Contract:	Permanent, full time role.

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 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 our members who are key players across the clean energy sector, including companies, local authorities and others.

Mission led: Everything Regen does is about the transition to clean energy to combat climate change. We are owned by our members and have no shareholders to keep happy, 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 our energy system. With over 200 member organisations, a pioneering network promoting diversity and some of the leading events, 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

You will be supporting the Regen team at all levels, developing knowledge of our programmes of work and engaging closely with businesses across the clean energy sector. You will be working as part of our membership and communications team, where you'll be maximising the value of our networks and our profile. Regen has a thriving membership base which we are keen to grow and develop.

Specific tasks will include:

Membership:

- build a strong knowledge of our membership base.
- develop relationships with new and existing members.
- ownership of the membership renewal and new member process.

Communications:

- drafting, proofing and sending mail-outs, creation of podcasts, ownership of our website and social media channels.
- building our national profile and maximising the impact of our work.
- managing our data via our CRM system, 'HubSpot'.

Events:

- coordinating project events, including liaising with venues, speakers, exhibitors and delegates before, during and after events.
- coordination of working groups for the Electricity Storage Network (ESN), a special interest network that Regen manages.

About you

Ideally, you'll be educated to degree level with a minimum of one year's experience in a similar role, and be able to demonstrate a strong track record of success.

Your approach

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

- the kind of attitude and approach that enjoys a knowledge based dynamic environment with a culture of continuous improvement
- meticulous attention to detail
- ability to manage a range of priorities or projects
- a confident and personable manner, and be able to build relationships in person, via email and over the phone
- an ability to work as a team player and be willing to 'roll your sleeves up'
- the ability to deal with the day-to-day detail of the role, whilst understanding our big-picture objectives
- an interest in sustainability, renewable energy and climate change
- the ability to work independently.

Employee benefits

- 25 days paid holiday increasing in annual increments to a maximum of 30 days (+ bank holidays)
- Flexible working
- Cycle scheme
- Interest-free rail season ticket loans
- Childcare vouchers
- Enhanced maternity leave
- 5% Employer pension contribution
- Continuing professional development plan for all employees

Application process

Interested candidates should send a CV with a covering letter, outlining your suitability for the role to Katrina Jackson, Professional Development Manager at kjackson@regen.co.uk, with your name and the job you are applying for in the subject line.

The closing date for this post is the 06 September 2019 and interviews will take place on Tuesday 17 September with a start date as soon as possible.

All applications will be acknowledged after the 09 September 2019.

Regen aims to be an equal opportunity employer and is determined to ensure that no applicant or employee 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 are not justifiable.