

Regen is looking for a...

# **Policy and membership manager**

Job description:

# Policy and membership manager



Regen's mission is to accelerate the transformation of the whole energy system for a zero-carbon future. We use our expertise to lead thinking and tackle the key barriers to change across the energy system. As a policy and membership manager, you'll play a pivotal role in driving Regen's reach, influence and impact.

## Role overview

- **Position:** Policy and membership manager
- **Location:** Exeter (with potential for flexible hybrid working)
- **Salary:** £37,000 - £46,000 per annum, dependent on experience

## Application details

- **Application closing date:** Sunday 28 April
- **Interviews:** Thursday 16 May
- **Form:** Applications should be in the form of a cover letter and CV. You'll be asked to give a short presentation during the interview process.



**Diversity and Inclusion:** Regen is an equal opportunities employer. We encourage applications from all individuals, regardless of gender, age, sexuality, class, religion, politics or ethnicity. We particularly welcome applications from under-represented groups, including women, people with disabilities and those from Black, Asian or Minority Ethnic backgrounds.

Join us in shaping a cleaner, greener future! Apply now by submitting your cover letter and CV to [recruitment@regen.co.uk](mailto:recruitment@regen.co.uk).

You will work with our expert team and our membership community of clean energy businesses to develop and advocate for policies to accelerate the energy transition.

## Key skills and experience

- At least **three years' experience** working in a public affairs, membership and/or policy role.
- Able and willing to develop a strong **understanding** of energy policy and its impact on energy sector business models.
- **Excellent writing skills**, with an ability to disseminate technical information in policy documents and reports.
- Confidence in **building and maintaining relationships** with external stakeholders across government and industry, including chairing industry groups and presenting at events.
- Able to help shape and present a compelling Regen **membership offer** to prospective members.
- Proactive and comfortable working in a **fast-paced policy environment** where priorities might change quickly.
- Able to keep a finger on the pulse of the latest policy news.

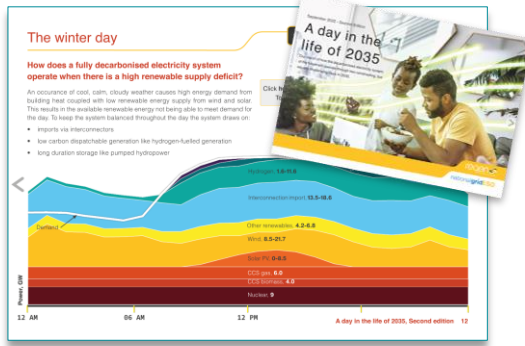
An understanding or interest in the energy sector and a desire to have an impact to accelerate the transition to a zero-carbon future is a fundamental requirement of all roles at Regen.

## What you'll be doing

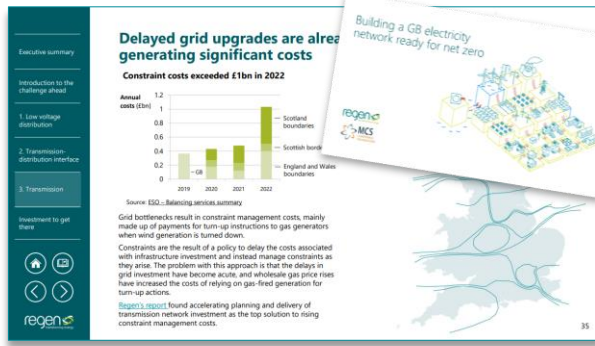
- **Policy coordination:** working with our members and expert team to develop our policy positions and messages, keeping track of government consultations and parliamentary inquiries and briefing policymakers on our policy proposals.
- **Membership management:** developing a thriving community with opportunities for members to engage in our mission. Speaking to interested companies, maintaining an up-to-date CRM database and working closely with the finance team on membership renewals.
- **Engagement and support:** nurturing relationships with members, addressing inquiries and connecting them to the right Regen team member for support. Facilitating meetings with external stakeholders, organizing industry forums and events and representing Regen at external events.
- **Communication:** Writing an action-focused fortnightly newsletter to keep members informed of key policy developments and opportunities to input into Regen's work.
- **Reporting:** Writing Regen's annual report to members to demonstrate our impact.

# Examples of projects you'll be working on

## Day in the Life 2035



## Building a GB electricity network ready for net zero



## The Review of Electricity Market Arrangements

## Regen Annual Review



## Consultation response: Long Duration Energy Storage

## Consultation response: Connections process



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*We are in the most important decade in human history – we have to turn the tide on carbon emissions.*

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Merlin Hyman, chief executive of Regen

Regen is a leading strategist providing independent, evidence-led expertise to transform the UK’s energy system for a net-zero future. We have a strong track record of influencing policy and markets to drive renewable energy generation, cut energy demand and shift to a smarter energy future. However, given the scale of the challenge, we know that we now need to step up our work and our impact on key energy policies and markets.

Established in 2003, Regen is a not-for-profit company limited by guarantee, owned by its membership of over 150 organisations at the forefront of the energy transition. We also run the Electricity Storage Network (ESN), recognising the crucial role of flexible and energy storage technologies. We are an expert team of 40 committed people based at our office in Exeter and working flexibly around the UK.



**Mission led:** Everything Regen does is about the transition to clean energy. 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.

**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 150 member organisations, management of the ESN, a pioneering network promoting diversity and some of the leading events in the industry, this is a unique place to develop your skills, networks and profile.

**Evidence and knowledge-based:** Regen believes that the best way to influence people is to present arguments and information that is based on a deep knowledge of the energy sector and is backed up by evidence and data. Our energy analysts are therefore a fundamental part of what we do, whether we are working for a community group, government or a large corporation.

**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.

**Our strategy:** Regen's strategy is based on delivering cutting-edge energy expertise, market insight and analysis. Our mission-led status enables us to work closely with organisations that are at the forefront of the energy industry transformation to shape future policy, develop new markets and exploit technology innovation. Check out our work below:

[Projects](#)

[Publications](#)

[Market insights](#)



# Salary and benefits

Job title	Policy and membership manager
Location	Exeter (with potential for flexible hybrid working)
Salary	£37,000 - £46,000 per annum, dependent on experience
Annual bonus	Bonus scheme, dependent on company performance
Contract	Permanent
Line manager	Rachel Hayes, associate director

Employee benefits	
28 days paid annual holiday (plus bank holidays), rising to 30 days over two years	Cycle to Work scheme, interest-free rail season ticket loans and salary sacrifice electric vehicle scheme
9% employer pension contribution	CALM/Headspace app subscription
Aviva Healthcare Insurance	Childcare vouchers
Flexible and remote working potential	Continuing professional development plan for all employees
Volunteer days	Bonus scheme (details available at interview)

# Application dates and process

## Applications

Interested candidates should send a CV, with a covering letter outlining their suitability for the role, their interest in energy and why they wish to work at Regen, to Katrina Jackson at [recruitment@regen.co.uk](mailto:recruitment@regen.co.uk). Prior to your application, you are welcome to express interest via email to Katrina and arrange an informal conversation about the role.

**The closing date for applications is midnight Sunday 28 April.**

## Interviews

Suitable candidates will be invited to an in-person interview. Interviews are expected to take place at our Exeter office on Thursday 16 May, with some flexibility by arrangement.

At the interview stage, candidates will be asked to give a short presentation. We may also ask you to undertake a task to demonstrate your skills.

## Start dates

The expected start date is to be as soon as possible after acceptance, with some flexibility by arrangement.

See more of our cutting-edge work on the Regen website: [www.regen.co.uk](http://www.regen.co.uk)

