

## Bristol Energy Network - Communications Officer Job Description

---



**Hours:** Part-time, equivalent 1 day (7.5 hours) per week (0.2fte)

**Salary:** £19,500 pro rata

**Location:** based at Happy City, Canningford House, 38 Victoria St, Avon, Bristol BS1 6BY

### About Bristol Energy Network

Bristol Energy Network (BEN) (see [www.bristolenergynetwork.org](http://www.bristolenergynetwork.org)) is an umbrella organisation for all community energy groups in Bristol and the surrounding area. Founded in 2010 by a group of energy professionals and activists, the network was designed to share ideas, information and resources and facilitate closer cooperation and collaboration in projects and events between community groups working on sustainable energy issues. The network is a Community Interest Company and is delivering on a range of funded initiatives as well as expanding and supporting its membership.

BEN is recruiting a part-time role to support the communication functions of the network.

---

### JOB DETAILS

#### Overview

The job involves communicating with our members and residents of Greater Bristol through events, social media, our website and monthly newsletters for Bristol Energy Network.

The principal role will initially be to help organise the 'Energy Transition' national conference for Green Great Britain week, you can see details of our 2018 conference [here](#), including working with partners to put together send out information by email, social media, writing press releases and assembling and publishing the delegate packs.

The Communications Officer will work alongside the Coordinator and Project Development Officer and report to the Board of BEN CIC (see [www.bristolenergynetwork.org/content/board](http://www.bristolenergynetwork.org/content/board)).

#### Key responsibilities:

Someone with clear written English and some press and publicity experience to lead in implementing our Communication Strategy, in particular:

- To help organise the Energy Transition conference in November
- Writing and publishing the monthly BEN newsletter
- Regular social media interactions

## **Person specification**

### **Essential skills and experience**

- Self-motivated with the ability to work unsupervised and as part of a team to meet deadlines
- Excellent time management and organisational skills
- Ability to organise events
- Experience of communicating and working with stakeholders and in partnership with other individuals and organisations
- Computer literate including MS Office suite and social media
- Confident and capable communicator both formally and informally to different audiences and in a range of formats including on and off-line

### **Desirable skills and experience**

- An understanding of sustainable energy and fuel poverty
- Experience of updating websites
- General marketing experience eg blogging, press and copywriting

## **Pay and conditions**

The rate of pay is £19,500 pro-rata (£325 per month at 0.2fte). The contract is dependent on funding but will run for at least 3 months from 9<sup>th</sup> September to 6<sup>th</sup> December 2019 with a one-month notice period, with the potential for being extended further. You would need to be able to start in the week commencing 9<sup>th</sup> September.

We have a flexible approach as to how the hours are spread across the week and month, although you may be required to undertake occasional weekend and evening work to fit in with the needs of the role. Desk space is available at our base in the Happy City office (Victoria Street), but there is also potential to work from home for some of the week.

Annual leave is 20 days plus 8 bank holidays pro rata – this post is 0.2fte

## **To apply**

Applicants should use the job description and fill in the application form on our [website](#).

CVs will not be accepted.

For more information please ring 07871 791679.

Application should be sent to [info@bristolenergynetwork.org](mailto:info@bristolenergynetwork.org) by 12 noon on Monday 19<sup>th</sup> August.

**Interviews will take place on Thursday 5<sup>th</sup> September 2019.**

**Start date: w/c Monday 9<sup>th</sup> September 2019.**