Bristol Energy Network Support Officer – Job Description

Hours: Part-time (0.4FTE) equivalent to 2 days a week
Salary: £21,000pa (pro rata)
Location: Office based at Emmaus Bristol, Backfields House, Upper York St, St Paul's, Bristol BS2 8QJ. Home working is also available on a flexible basis.
Accountable to: the BEN Board
Leave: 20 days leave per annum + bank holidays (pro rata)

Contract to start ASAP and is ongoing.
There is potential scope to develop the role over time.

About Bristol Energy Network
Bristol Energy Network (BEN) (www.bristolenergynetwork.org) is a community interest company with a vision of ‘a city where clean, green, affordable energy is delivered to the community by the community’. We are involved in many areas of community energy from renewable generation projects, local retrofit-skills development, community engagement for council projects, and fuel poverty work.

Our work is designed to help the citizens of Bristol move towards the shared city goal of Net Zero by 2030, without leaving any community behind. Whilst working towards Net Zero we aim to engage with seldom heard communities by demonstrating the co-benefits of carbon reducing projects.

We are an umbrella organisation with a small staff team led by a board of directors. We represent the members of our network which comprise many different actors from individuals, to community organisations who do not have a focus on energy, through to innovative CICs whose expertise lie in innovative technology.

Context of the role
To support this activity, BEN is recruiting for a part-time role to provide the central communication and administration functions of the network, and oversee the marketing activity of BEN. The Support Officer will work alongside the part-time BEN Partnerships and Development Manager and the BEN Coordinator and report to the Board of BEN CIC (see www.bristolenergynetwork.org/content/board).

There is an expectation that the role holder will have a commitment to the aims of BEN, BEN’s equal opportunities policy and the network’s open and collaborative approach. However, it is not essential that applicants have experience of working in the community energy or sustainability sector.
Role Summary

There are three key aspects to this job:

1. Providing the administration function for Bristol Energy Network including financial reporting and invoicing, dealing with enquiries, recording and sharing information across the team.

2. Leading on the oversight and delivery of BEN’s external communication activity, including online and in newsletter format.

3. Planning and organising regular and ad-hoc meetings and events for the team and network (in-person, virtual, and hybrid).

Specific responsibilities

- Supporting and enabling the communication of BEN’s activities and ideas, projects and events between BEN members and to potential members, external organisations and the wider public, specifically through:
  - planning and organising quarterly open network meetings on topics of interest, public engagement events, and attending relevant external events where appropriate.
  - collating information and stories and writing content for the BEN newsletter every 2 months.
  - social media posts and day-to-day maintenance and updates of the BEN website.

- Managing the day-to-day finances of BEN, in conjunction with the BEN Treasurer, including general bookkeeping tasks and keeping an accurate record of all expenses.

- Working with the BEN Partnerships and Development Manager and the BEN Coordinator to identify potential funding opportunities to support BEN and its member groups and expand community energy activities in future, helping with applications to secure funding where necessary.

- To keep up to date with relevant information and policies that affect the network.

- Working effectively with the BEN Partnerships and Development Manager, the BEN Coordinator, and other BEN delivery partners and funders to further the aims of BEN and support specific funded projects and activities as required to meet the requirements of funders and contract commitments.

- Supporting the Board of BEN CIC in its governance function including organisation of the BEN AGM and supporting Board meetings.

- To attend relevant external events and BEN activities where required.

- To uphold the values and highest ethical standards of the network, particularly the commitment to collaborative and inclusive working across the network.

- Other associated tasks as identified by the Board of BEN CIC.
### Person specification

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<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Educational and professional</strong></td>
<td>Minimum Maths and English GCSE or equivalent.</td>
<td>Education to a higher level e.g. Degree or equivalent.</td>
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<td><strong>Experience</strong></td>
<td>Experience of administration and organising meetings.</td>
<td>Experience of working with volunteers.</td>
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<td>Experience of basic bookkeeping.</td>
<td>Experience of working with community groups.</td>
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<td>Experience of online communications, e.g. social media, or newsletter.</td>
<td>Understanding of community energy and locally relevant (Bristol) knowledge.</td>
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<td>Experience of communicating and working with external stakeholders.</td>
<td>Understanding of energy efficiency measures and fuel poverty.</td>
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<td><strong>Skills and abilities</strong></td>
<td>Ability to confidently communicate both formally and informally.</td>
<td>Ability to present complex information in an accessible and appropriate manner.</td>
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<td>Ability to work in a team and able to identify where their skills complement others.</td>
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<td>Ability to maintain admin systems independently and accurately.</td>
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<td>Ability to work flexibly and manage competing priorities, with a willingness to occasionally work outside standard office hours.</td>
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<td>Highly organised at managing time and workload.</td>
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<td><strong>Technical</strong></td>
<td>Skilled in use of MS Office applications including Word and Excel.</td>
<td>Knowledge and experience of using databases and Zoom.</td>
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<td>Experience of posting communications on social media sites.</td>
<td>Experience of editing website content.</td>
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To apply

Applicants should fill in the application form available via the BEN website at: https://bristolenergynetwork.org/

Please address any queries to info@bristolenergynetwork.org

Applications should be sent to info@bristolenergynetwork.org by 12 midnight on the closing date of 20th May 2022.

Short-listed applicants will be contacted by week commencing 30th May 2022 to arrange a suitable interview time and location.