



Campaigning for Warm Homes

About NEA

NEA is the national energy efficiency charity that campaigns for affordable warmth and improved energy efficiency in the homes of vulnerable people.

Around 4.5 million of the poorest households in the United Kingdom cannot afford to heat their homes to the standard required for health and comfort. They have to choose between the miseries of living in a cold, damp home, the anxiety of getting into debt with their fuel suppliers or economising on other essentials such as food and clothing.

NEA aims to alleviate fuel poverty and help those who are poor or vulnerable achieve affordable warmth through investment in energy efficiency by:

- research and analysis into the causes and extent of fuel poverty and the development of policies which will address the problem
- lobbying Government on the need for policies to alleviate fuel poverty in the UK to enable society's most vulnerable members to have warmer homes at a price they can afford
- initiating and managing innovative practical energy efficiency projects to demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to local communities.
- delivering and developing domestic energy efficiency advice training to improve standards of practical work and the quality of energy advice

To achieve these aims NEA works in partnership with central and local government; with fuel utilities and housing providers; with health agencies; and with consumer groups and voluntary organisations.

NEA has its headquarters in Newcastle upon Tyne and currently operates a number of projects at eight offices in England, one of which is in London. NEA has separate offices in Belfast, working throughout Northern Ireland, and an office in Wales to serve the principality. NEA works closely with its sister organisation, Energy Action Scotland, on tackling fuel poverty in Scotland.

Full details of NEA's work are available on the web site www.nea.org.uk, together with our subsidiary company Warm Zones Ltd www.warmzones.co.uk.

NEA is a Registered Charity – No. 290511

PERSON SPECIFICATION

NEA is looking for a Campaigns and Policy Officer who wants to join a busy communications directorate within a not-for profit organisation. Working within the Communications Directorate, this is a new post and the post holder will report to the Campaigns and Policy Manager who is also based in London. There will be some requirement to travel by train, particularly between Newcastle and London.

Candidates should meet the following requirements:

Essential Requirements:

1. Minimum two years' relevant experience within a national charity, lobby group, public affairs department or consumer body.
2. Research and information retrieval skills.
3. Excellent written and oral communication skills.
4. Thorough understanding of parliamentary procedures.
5. Educated to degree level or relevant experience.
6. Proven track record of running successful campaigns/public affairs programmes.

Desirable requirements

1. Knowledge of energy consumer and sustainable energy consumption issues.
2. Commitment to NEA's work and the eradication of fuel poverty and promotion of sustainable energy.
3. Experience of broadcast media.

J O B D E S C R I P T I O N

Post: **Campaigns and Policy Officer (London)**

Responsible to: **Campaigns and Policy Manager**

Responsibilities:

1. Collecting and disseminating statistical data and other data relevant to NEA's interest, both internally and externally, with particular reference to demographic information about poverty, consumer rights, welfare benefits, housing and energy efficiency.
2. Researching, writing, commissioning and editing articles for NEA publications.
3. Researching and preparing reports on energy consumer issues and responding to consultation documents issued by national and regional administrations, regulatory and consumer bodies.
4. Monitoring proceedings in the devolved administrations and European Parliament and producing briefings on current relevant policies for internal and external audiences, including MPs, MEPs, AMs MLAs, Peers and their researchers.
5. Work with the Mayor of London's Office, the London Energy Partnership and other relevant agencies to deliver the Mayor's commitment to eradicating fuel poverty as set out in the Mayor's Energy Strategy.
6. Providing briefings on London centric policy issues as required and representing NEA on relevant steering groups.
7. Representing NEA at London events and meetings and co-ordinating NEA's London Fuel Poverty Forum.
8. Liaising with the media to promote NEA's policies and projects.
9. Providing advice and information as required by other members of NEA staff, Members of the Parliamentary Warm Homes Group and strategic partners.
10. Provide support to NEA's regional offices.
11. Other responsibilities as may be agreed from time to time.

Grade: Equivalent to Local Authority Scale SO1-SO2

TERMS & CONDITIONS OF EMPLOYMENT

The salary is **£23,749-£27,594** (Equivalent to Scale SO1-SO2, pay award pending. Appointments are normally at the first point of salary scales.)

Hours of work

37 hours per week, Monday to Friday on a flexi-time basis. Applicants must be willing to work away from home as required. In the event of work undertaken on evenings or weekends, and which may involve travel away from the office, time off in lieu of payment is given.

Office Location & London Weighting

Employees who have London as their main base for operations qualify for a standard annual location payment amounting to £3,179 paid monthly. Travel between locations will be reimbursed at NEA's standard Travel and Subsistence rates.

Holidays

25 days, plus 3 additional days in the Christmas/New Year period, plus all public holidays.

Pensions and other benefits

NEA operates a non-contributory pension scheme, which, in addition to basic salary, creates a personal pension plan contribution at 14½% of salary.

NEA also operates a death-in-service benefit scheme and a long-term sickness benefit scheme.

Office

NEA's London office is currently in the Kings Cross area but there is flexibility in relation to where the post is based, this will be discussed at interview.

NEA has a firm "No Smoking" policy.

Transport

NEA's policy is to encourage the use of public transport wherever possible.

APPLICATION PROCEDURE

Applications should be submitted on an NEA application form outlining why the applicant is interested in the post, their qualifications and experience that they feel are appropriate, and any other relevant information, and if there is insufficient space to do this, accompanied by a separate letter

Candidates are required specifically to address how they meet each of the essential and desirable requirements outlined in the job specification, providing examples and evidence where possible.

Candidates are requested not to submit a CV. NEA will assess suitability for shortlisting for interview on the basis of data submitted on the application form and accompanying letter without reference to a CV.

Applications will not be acknowledged unless applicants enclose a stamped addressed envelope. **The closing date for applications is Thursday 14 August 2008** and they should be sent to:

Karen Crawford
National Energy Action
St Andrew's House
90-92 Pilgrim Street
Newcastle upon Tyne
NE1 6SG
Email: Karen.crawford@nea.org.uk

If you would like an informal discussion about the post, please call Maria Wardrobe, Acting Director of Communications on 0191 261 5677.

Application forms should be received at the office above by 4.30 pm on the closing date.

If forms are submitted within this timescale by e-mail, fax, or hand-delivered to the Newcastle offices, then they must also be supplemented by a signed, hard copy sent by post, and this should be indicated on the initial version submitted.

NEA aims to be an equal opportunities employer. We welcome applications from all people who have the necessary skills and experience for the post. Short-listing is specifically carried out without sight of the Ethnic monitoring questionnaire attached to the standard application form.

Interviews will be held in London on Wednesday 27 August 2008. Please state in your letter of application if you are not available on that date.