



*Action for Warm Homes*  
Northern Ireland

## Policy and Campaigns Officer (NI)

### Background information on NEA

#### (i) NEA – the national energy charity

National Energy Action (NEA) is the national charity which works to improve and promote energy efficiency and aims to bring social, environmental, housing and employment benefits. Working in partnership with central and local government, fuel utilities, housing providers, consumer groups and voluntary organisations, NEA aims to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help low income and vulnerable households achieve affordable warmth. NEA currently employs 70 staff at our national headquarters in Newcastle upon Tyne and in regional offices across England, Wales and Northern Ireland.

NEA achieves its objectives through:

- Developing and managing practical projects which demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to communities.
- Carrying out research and analysis into the causes and extent of fuel poverty and the developing policies which address the problem;
- Providing advice and guidance on good practice in delivering energy efficiency services to low income householders;
- Developing national qualifications and managing their implementation to improve the standards of practical work and the quality of energy advice;
- Campaigning to ensure social and environmental objectives are brought together under national energy efficiency programmes.

NEA has established a profile as the leading national fuel poverty charity. Please visit our website at [www.nea.org.uk](http://www.nea.org.uk) to find out more about our work.

## Term and Conditions of Employment

<b>Salary:</b>	The salary range is 28,296 to £32,879 (Scale SO1-SO2, Points 23–28).
<b>Hours of work:</b>	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.
<b>Contract:</b>	This post is permanent.
<b>Holidays:</b>	25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.
<b>Pensions and other benefits:</b>	NEA offer a money-purchase, non-contributory pension scheme. 11½% of basic salary will be paid by NEA into the pension. NEA also offers death-in-service cover to state retirement age and enhanced sick pay.
<b>Office:</b>	NEA NI, 1 College House, Citylink Business Park, Albert, Street, Belfast, BT12 4HQ.

## Application Procedures

Applications should be submitted on an NEA application form. Use this form to detail why you are interested in the post, your qualifications, experience and any other relevant information. CVs are not accepted.

For an informal chat about this vacancy please contact **Pat Austin, NEA NI Director on: 028 9023 9909.**

The closing date for applications is **12 noon on Friday 5th February 2021.** Please address your application to: **Stephanie Ward, Business Support Officer, National Energy Action NI, 1 College House, Citylink Business Park, Albert Street, BT12 4HQ** or email [Stephanie.Ward@nea.org.uk](mailto:Stephanie.Ward@nea.org.uk).

NEA aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post.

## Interviews

If successful in the shortlisting process, interviews will be held virtually on Zoom on **Wednesday 10th and Thursday 11th February 2021.**

# JOB DESCRIPTION

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

**Responsible to:** Director – Northern Ireland (DNI)

**Directorate:** Northern Ireland

**Office location:** Belfast

## Responsibilities

1. Collate and disseminate statistical data and other material 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. Research and prepare reports on energy consumer issues and respond to consultation documents issued by national and regional administrations, regulatory and consumer bodies.
3. Undertake specific tasks relating to NEA Policy as directed by the DNI.
4. Monitor proceedings in the NI Assembly and produce briefings on current relevant policies for internal and external audiences, including MPs, MLAs, Peers and their stakeholders.
5. Maintain NEA's database of elected politicians in Westminster and NI Assembly to build up profiles of representatives in NI .
6. Support the NI Fuel Poverty Coalition meetings and help identify key issues and opportunities to grow and develop partnerships with other relevant consumer and campaigning bodies.
7. Contribute to NEA's campaigning activities as appropriate.
8. Providing advice and information as required by other members of NEA staff and for strategic partners.
9. Work across the organisation to share and support the broader work programme.
10. Research, write, commission and edit articles for NEA publications.
11. Other responsibilities as may be agreed from time to time.

**Grade:** Equivalent to Local Authority Scale SO1–SO2

**April 2020**

# PERSON SPECIFICATION

## Policy and Campaigns Officer (NI)

Candidates should meet the following essential requirements:

**Essential criteria:**

1. Minimum two years' relevant experience with a third sector organisation, NGO, charity, lobby group, public affairs department, Parliament or within a consumer body.
2. Research and information retrieval skills.
3. Excellent written and oral communication skills.
4. Experience of writing policy briefings.
5. Thorough understanding of parliamentary procedures.
6. Educated to degree level or relevant experience.
7. Knowledge of consumer policy issues, and a commitment to NEA's work on the eradication of fuel poverty.

**Desirable criteria:**

1. Experience of dealing with the press and broadcast media.
2. Experience of running successful campaigns/public affairs programmes.