

Re-Energising Wales project Officer Job Description

The Institute of Welsh Affairs (IWA) is launching a project, Re-Energising Wales, to draw-up a blueprint for making Wales a net exporter of renewable energy.

We are an independent think-tank working to make Wales better by developing practical ideas to improve the economy, education and health of the country. This ambitious three-year project is setting out to provide a fully worked out plan to enable Wales to meet its projected energy demands entirely from renewable sources by 2035, which will allow an 80% reduction in energy-related greenhouse gas emissions and boost its economy by becoming a net exporter of green energy.

We have assembled an impressive expert steering group and we are seeking a Project Officer to manage and coordinate the work.

Closing date: 5pm on 26th February 2016 Interviews will be held week commencing: 8th March

Salary: £26,000 - £30,000 per annum (depending on experience and based on 37.5 hours per week)

Contract term: Initially three year fixed term

The *Project Officer* will be responsible for supporting this policy project. The duties will include, but not be limited to:

- Ensuring the delivery of a series of work programmes within the project
- Creating and managing a detailed work plan to ensure the delivery of the project as a whole
- Developing and delivering a schedule for project completion
- Ensuring the preparation and delivery of a strategy to influence policy makers and opinion formers
- Coordinating a large steering group consisting of respected academics and practitioners in the field

- Coordinating simultaneous work streams within the project, and ensuring these work streams contribute to a final detailed, timed and costed strategy for developing a credible renewable energy programme
- Developing partnerships with key individuals and companies in the energy field
- Developing partnerships with political stakeholders
- Compiling and delivering funding bids
- Establishing a communications strategy for the project to disseminate information to IWA Members, stakeholders and decision makers
- Managing a complex budget and reporting to project funders
- Preparing and delivering media content on issues relating to the project
- Assisting with event planning and management
- Promoting the project and its outputs on social media

The Project Officer will be reporting to the IWA's Policy and Projects Manager. The post will be based in the IWA's Cardiff Bay offices, but we are prepared to consider some flexible or remote working. Some overnight travel may be required as part of the role.

Person specification

Essential

- Educated to a University Degree level or equivalent
- Proven ability in the management and delivery of complex projects
- Proven track record in developing relationships with key stakeholders across a wide range of sectors
- Proven ability to communicate at all levels, with both technical and non-technical audiences, and to simplify complex issues and concepts, both through presentations and through clear written documents
- Experience of delivering successful project fundraising bids
- Good understanding and experience of technology to include use of full Microsoft Office package / Google equivalent

Desirable

- An excellent understanding of energy policy in Wales, ideally with experience working within an energy related field
- Experience of Wordpress or similar website management, as well as experience of social media management
- Ability to write and speak Welsh is desirable, but not essential
- Experience of planning and/or managing events

To apply please send your CV and a covering letter via email to: jessica.blair@iwa.org.uk. If you have any queries please call 02920 484 387.