



Project Officer

Salary £23,000-£25,000 pa depending on experience, plus benefits

The Energy Institute (EI) is a charity working to equip energy professionals and wider society with the knowledge, skills and good practice needed to build a safe, secure and sustainable energy system. Its funded technical work programme produces globally recognised guidance and standards on health, safety, environment, and fuel quality.

The Project Officer role provides administrative and project support to the Technical team. Your primary focus will be on assisting in the management of activities related to the EI Hearts and Minds safety culture toolkit, and Tripod accident investigation methodology, with a secondary focus on assisting other parts of the work programme as required. The role is very varied. You will be: involved in a number of projects to create new products and services (including booklets and online tools), with duties including content creation (e.g. writing and editing), liaising with stakeholders and project coordination; the first point of contact for customers using Hearts and Minds and Tripod, and will be responsible for administrating sales and accreditation activities, including sales analysis and creating invoices; responsible for facilitating a number of existing online products and services and updating websites; responsible for organising meetings, taking minutes, and organising workshops and small events.

The ideal candidate will be a strong multi-tasker able to efficiently manage competing priorities, with excellent customer service ability and keen attention to detail. Proficient IT skills (and an ability to learn new software) are necessary, as is an excellent standard of written English (academic or creative writing) as well as good numeracy. An interest or background in psychology or another social science, or a background in another science or engineering discipline, is required, as well as an interest in the energy sector. This job will suit a candidate with some administrative and/or customer service experience looking for a varied and interesting role in the energy sector.

To apply, please send a CV and covering letter explaining how you meet the requirements of the post to Helen Sullivan, Energy Institute, 61 New Cavendish Street, London W1G 7AR, or e: hr3@energyinst.org by 5 June 2017. Interviews for shortlisted candidates will be held on 19-20 June 2017.