

Head of Policy

ChargeUK is the voice of the electric vehicle (EV) charging sector – our members are the companies that install and operate the charge points enabling the UK’s transition to EVs and net zero, as well as other organisations across the charging sector.

We are looking for a stand-out individual to work alongside the CEO in the early days of this key organisation in the green economy to help create the policy and regulatory environment the sector needs to build the UK’s charging infrastructure. This role will be full-time, initially on a self-employed basis, with a view to offering permanent employment within 12 months.

The individual will have a unique opportunity to build relationships and a reputation across the EV charging sector, as well as the wider automotive and energy industries, and play a meaningful role in shaping its future.

Role

- Own and execute ChargeUK’s policy programme – proactively develop policy positions and advocate these positions to external stakeholders.
- Lead member engagement on policy development, managing the policy committee and working groups, working to gain consensus.
- Build and display in-depth knowledge across all areas of the policy portfolio – from emerging consumer regulations and existing public subsidy schemes to the policies required to support the development of HGV charging and the sector’s engagement with the wider energy ecosystem – proactively monitoring and creating briefings on new and emerging topics.
- Develop relationships with decision-makers, including senior government officials, elected politicians and industry stakeholders.
- Represent ChargeUK at external meetings and work with the CEO to execute a public affairs engagement plan.
- Produce high quality reports, consultation responses, briefing documents, speaking notes and presentations, for a variety of audiences.
- Devise and deliver effective presentations for members and external stakeholders, including at events and conferences, and regularly represent ChargeUK on panels and at roundtables.
- Work closely with the CEO and communications team to agree external messaging and act as a spokesperson as required.

- Support the CEO to manage ChargeUK's public affairs agency, to ensure that policy strategy and positions are translated into effective political engagement.
- With the CEO and communications team, commission and manage research and insight from external consultants, including ongoing data analysis.
- With the CEO, communications team and public affairs agency, look for opportunities to take part in or run events and activities that support ChargeUK's objectives.

Personal Specification

- Proven experience of policy development gained in-house, via a trade association, government or similar setting. Experience working with industry bodies or alliances a significant benefit.
- Knowledge of the energy, infrastructure or transport sectors a must; experience of the EV or charging sectors a significant benefit.
- In-depth understanding of how policy and regulation is developed in the UK, and proven experience of influencing and engaging in that process.
- Excellent copywriting skills – capable of translating complex technical arguments into accurate and digestible material for a variety of audiences.
- Top class interpersonal skills – able to engage with a variety of stakeholders, including senior decision-makers, in a persuasive and collaborative manner, and ability to negotiate and influence successfully.
- Excellent understanding of the interplay between policy, regulation and business, with ability to anticipate how policy and regulatory developments impact commercial and investment decisions.
- Strong ability to work respectfully with parties who may hold diverse views to build consensus and foster collaboration.
- Resourceful and adaptable – comfortable working in a start-up organisation in a high-pressure, high-profile role.
- Happy to undertake a wide range of activities, work independently and flexibly, and keen to be part of a small team contributing to the establishment of a new organisation.

Benefits

- Initially home-based, but with regular meetings in London and elsewhere in the UK as required. There is option to use members' office space when needed and there will be regular in-person meet-ups with the rest of the ChargeUK team.
- Initially a 12-month self-employed contract, with a maximum monthly fee of £8,000 plus VAT (depending upon experience), with a view to offering permanent employment within 12 months.
- Flexible working arrangements.

Suitable applicants should send a CV and a covering letter to hello@chargeuk.org.

This position is open until Friday 16 August 2024. However, please note that as and when we receive suitable applicants, we will progress to interview sooner rather than later, as we are looking to have someone join us ASAP.