



Policy Analyst - R86
Location: Newcastle upon Tyne / London /
Hybrid
Full Time (37 hours per week)
Permanent

Job Details

Background information on NEA

National Energy Action (NEA) is the national charity which works to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help those who are poor or vulnerable to be able to stay affordably warm. NEA works in partnership with central and local government, fuel utilities, housing providers, consumer groups and voluntary organisations to promote energy efficiency with the aim of bringing social, environmental, housing and employment benefits to communities. NEA currently employs 170 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.

Since 2021, the number of people plunged into fuel poverty has skyrocketed. The energy crisis has resulted in millions of people unable to stay safe and warm in their own homes. Our figures show that there are 6 million households living in fuel poverty. Our services have never been in more demand. We are investing in our policy and public affairs team to ensure we can raise as much as possible to help people facing fuel poverty.

NEA is the leading national fuel poverty charity. Please visit our website at www.nea.org.uk to find out more about our work.

NEA's Structure

NEA is governed by a Board of Trustees and headed up by its Chief Executive Officer. The Charity comprises five distinct Directorates:

- Communities
- Development & Partnerships
- Homes
- Policy and Advocacy
- Corporate Services

The post sits within the Policy and Advocacy Directorate and is part of a creative and caring team of professionals who bring a wide range of skills and expertise to this growing department.

About the post

This post provides an exciting and rewarding opportunity to help the charity build its profile among regional stakeholders while delivering projects that seek to bring an end to fuel poverty and to the misery of cold homes. The role will largely focus on working with the UK Government, Ofgem and other regulatory bodies to ensure that energy markets work in the best interests of NEA's client group.

You will have responsibility for the production of NEA's responses to relevant consultations and the ability to produce and deliver briefings on current relevant policies for internal and external audiences. Including responding and influencing Government policy across key areas with a particular focus on our work to ensure that energy markets work in the interests of fuel poor households.

You will have a key responsibility for analysing relevant aspects of policy at a local, national and UK level – you will also represent and enhance the co-ordination of NEA's stakeholder's relationships and help us capture key insights and impacts from our practical work to ensure these are reflected in policy positions and our advocacy.

Reporting to the Head of Policy and Public Affairs you will have proven analytical skills with demonstrable experience of both quantitative and qualitative approaches to inform policy making decisions.

You will also have demonstrable, relevant experience within a national charity, the energy industry, lobby group or consumer body, and a proven ability to influence key stakeholders. You will also have a thorough understanding of key aspects of relevant energy policy and its impact on fuel poverty.

Term and Conditions of Employment

Salary:	The salary range is £33,931 - £38,594 (plus £3,300 London weighting if applicable). New appointments will usually begin at the starting point of the scale.
Hours of work:	37 hours per week, Monday to Friday on a flexi-time basis. Applicants must be willing to work away from home, including overnight stays, 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.
Contract:	This is a permanent contract.
Holidays:	25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.
Pensions and other benefits:	<p>NEA offer a money-purchase, non-contributory pension scheme. 11½% of basic salary will be paid by NEA into the pension scheme.</p> <p>As well as the above, NEA also offers: Flexible Working, Enhanced Family Friendly payments (e.g., Maternity, Paternity and Adoption Entitlements), Eye Test Payments, Bicycle Loans, Employee Assistance Programme, Employee benefits platform.</p>
Office:	Location will be either Newcastle upon Tyne or London with hybrid working. Post-holders must be resident within the UK and able to prove their right to work in the UK. NEA is not a sponsoring organisation.

Interviews

Interviews will take place in the week commencing **13 January 2025** via Teams. Full details will be provided to candidates invited to interview. Please indicate in your application if you will be available on this date should you be selected for interview. Candidates are not expected to be present for the full day.

Due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within 4 weeks of the below closing date, please assume that your application has been unsuccessful.

Application Procedures

Applications should be submitted on an NEA application form. Please quote reference number R86. Use this form to detail why you are interested in the post, your qualifications, experience and any other relevant information. You might find this [guidance](#) useful. **A job description and person specification are provided below.**

For an informal chat about this vacancy please contact Matt Copeland, Head of Policy and Public Affairs, at matt.copeland@nea.org.uk. No advertising or recruitment agencies should contact this email address.

The closing date for applications is **12:00 noon on 03 January 2025.**

How to apply:

- Apply Online by clicking [here](#). If you would like the application form in another format, please email jobs@nea.org.uk.

Please be aware that National Energy Action is not a sponsoring organisation. Therefore, the successful applicant must already possess the right to work in the UK or be able to secure the right to work in the UK independently.

Please note CVs will not be accepted as part of the application process. No agency or advertising enquiries please.

NEA aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post. **Charity Registration No. 290511. Company Registration No: 01853927.**

Job Description

Post: **Policy Analyst**

Responsible to: **Head of Policy and Public Affairs**

RESPONSIBILITIES:

1. Analyse the impact of all relevant aspects of policy and regulation on the fuel poor at a local, national and UK level.
2. Production of NEA's responses to relevant consultations.
3. Produce and deliver briefings on current relevant policies for internal and external audiences, including NEA's supporters, campaign coalitions, MPs, AMs, MLAs, Peers and researchers.
4. Deliver specific policy projects as defined by the **Head of Policy and Public Affairs** and Director of Policy and Advocacy.
5. Work with the Research Manager and Delivery Managers to ensure that NEA's research and delivery programmes feed into NEA policy.
6. Work with the Head of Policy and Public Affairs to ensure the Research team capture key insights and impacts pertinent to NEA's policy positions and where relevant reflect these in our advocacy on national policy making decisions.
7. Respond to and influence Government policy across key areas with a particular focus on our work to ensure that energy markets work in the interests of fuel poor households.
8. Represent and enhance the co-ordination of NEA at relevant working groups, campaign coalition meetings and partnership meetings with industry and key stakeholders across the three nations.
9. Media contact for policy related work and spokesperson for policy related issues when required by the Director of Policy and Advocacy or Head of Communications
10. Ensure that the NEA website provides accurate and timely information with support from the Communications and Campaigns Team.
11. Write articles for NEA publications.

Person Specification

POLICY ANALYST

Candidates should meet the following requirements:

Essential criteria and experience

1. Evidence of demonstrable experience in influencing policy or regulation within the energy industry, or equivalent experience within a national charity, energy retailer, energy network, consumer body or utility regulator.
2. Thorough understanding of key aspects of relevant energy policy and regulation and its impacts on fuel poverty, with in depth knowledge regarding the retail energy market and how they work in the interests of fuel poor households.
3. Working understanding of regulatory procedures and experience of working to influence a utility regulator (e.g. Ofgem/Ofwat/Ofcom)
4. Proven ability to interrogate complex data sets.
5. Proven ability to influence key stakeholders.
6. Excellent analytical skills with demonstrable experience of both quantitative and qualitative approaches to inform policy making decisions.
7. Excellent communication skills, both verbal and written and research and information retrieval skills.
8. Educated to first-degree level or beyond or relevant experience.
9. Commitment to NEA's work to eradicate fuel poverty and promote sustainable energy.

Desirable criteria:

1. Experience in the visual representation of data in order to simply convey information to stakeholders.
2. Experience of working with large data sets to extract information and insights.

3. Awareness of social, economic and environmental problems affecting low income and other vulnerable households and the roles of public, private and voluntary sectors in tackling them.
4. Willingness to work some unsociable hours