

Contract for Energy Evaluation Europe Co-ordinator

Energy Evaluation is a charity registered in the UK, our aim is to build a global community of people involved in evaluating energy policies who work together to improve the quality and effectiveness of energy policy.

Energy Evaluation organise a range of activities including conferences, workshops, webinars and training, in Europe (Energy Evaluation Europe) and in Asia Pacific (Energy Evaluation Asia Pacific). Members of our community include policy makers, academics, NGOs and evaluation consultants. There's more information on our website www.energy-evaluation.org.

Energy Evaluation are looking for a co-ordinator (either an individual or an organisation) to support our volunteers to organise activities and build our community in Europe. Their role will include:

- Being a secretary to the Board of Trustees and co-ordinating volunteer activities (e.g., organising online meetings, preparing minutes, chasing actions).
- Supporting the organisation of the Energy Evaluation Europe 2022 conference (see below) by co-ordinating volunteers to select and review papers; drafting the programme; and liaising with keynote speakers, authors and contractors in charge of on-site logistics.
- Managing the mailing list and sending regular email updates.
- Adding content and updating our Wordpress website.
- Building the community through social media.
- Organising online events (e.g., webinars, workshops).
- Maintaining and developing a shared document repository.
- Communicating with sponsors.
- Preparing quarterly newsletters.

Responsibilities will be updated and prioritised every quarter in agreement with the Energy Evaluation board.

We are open to applications from individual candidates or organisations. Candidates will need to have excellent communications skills and will be well organised with strong self-management skills. Fluent English language is essential, and the contractor will need to be available for daytime meetings in the Central European Time (CET) zone.

Experience in community management (or management for professional organisations, associations or alike), organisation of events (online and on-site), experience in energy policy or evaluation, or graphic design skills will be a plus.

The co-ordinator role is envisaged to be 35 hours per month working from home, with an initial trial period of 3 months. The contractor will report to a member of the trustee board, and they will be supported by our current coordinator in the first few months.

The Energy Evaluation Europe 2022 conference will be held on 28-30 September 2022 in France (Paris-Saclay). The call for abstracts is on-going. For more details about the conference visit: <https://energy-evaluation.org/2022-europe-conference/>

We are primarily looking for a co-ordinator, but we also welcome applications combining services including both the co-ordination of the association and conference management. The rate will be discussed according to the level of services proposed and experience.

Please send your application including motivation letter and record of experience to hebe@energy-evaluation.org. Applications will be reviewed on a rolling basis with a deadline of Monday 24 January 2022. The successful contractor will be invited to start the role shortly after they are selected.

All applicants will be considered without regard to colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age.