



# **POWERING YOUR CAREER**

**Policy and External Affairs Co-ordinator  
Role Profile**

## Policy and External Affairs Co-ordinator

Location: Newcastle or Castleford

Directorate: Policy and External Affairs Co-ordinator

Job Ref No: R4955

Northern Powergrid manage the electricity network that powers everyday life for more than 8 million people in the Northeast, Yorkshire and northern Lincolnshire. We have a key role in creating and managing future energy systems that increasingly interact with our customers and smart, low carbon technologies - the Policy & Markets Directorate is at the heart of the change.

We are currently recruiting for a driven, highly organised and analytical Policy & External Affairs Coordinator to play a key role in coordinating and providing support to the Director of Policy and Markets, and the wider Directorate. This is a fantastic opportunity to develop a career within policy and external affairs.

Along with a competitive salary of up to £30,000, we also offer great benefits such as:

- Enrolment into our pension scheme
- 25 days holiday
- Up to 10% performance related bonus

We're excited to hear from candidates with a desire to succeed in what will prove to be a varied and dynamic role. [Apply now](#) and we'll be in touch.

### Key Responsibilities

The successful candidate will:

- Play a key role in coordinating and providing support to the Policy & External Affairs team
- Assist with scheduling and diarising meetings with key stakeholders; including booking all meetings, transport, accommodation and all other associated arrangements
- Support with media relations and PR
- Organise internal and external meetings and briefings, inviting and briefing participants and anticipating the requirements of the Executive
- Produce and distribute internal and external communication requirements including event support and the provision of associated materials e.g. PowerPoint slides/delegates packs etc
- Identify news stories of the most relevance to the company each morning and summarise to a high quality
- Process monthly expenses and credit expenditure
- Assist the team across the key processing activities of salary / procurement / ordering / logistics and invoicing

## Policy and External Affairs Co-ordinator

Location: Newcastle or Castleford

Directorate: Policy and Markets

Job Ref No: R4955

### Key Competencies

- Excellent organisational and time management skills with a flexible and adaptable approach to work to juggle a range of different tasks and to work extra hours to meet deadlines
- Excellent written and spoken communication skills
- Accuracy and attention to detail with the ability to research, digest, analyse and present material clearly and concisely
- A calm and professional manner and the ability to work under pressure and to tight deadlines
- Excellent I.T. and administration skills
- Building relationships / team player
- Analytical skills
- The ability to use your own initiative

### Qualifications and Attributes

#### Essential Qualifications and Experience

- Educated to degree level in a relevant subject
- Ideally some experience working in public affairs (but not essential)
- Knowledge and experience of coordinating events and meetings
- Advanced Microsoft Office skills – Outlook, PowerPoint, Excel and Word
- Highly reliable and trustworthy individual
- Discretion and confidentiality are essential attributes

[Click here to apply today](#)

Visit [northernpowergrid.com/careers](https://www.northernpowergrid.com/careers) to find out more about this and other career opportunities.

**Posted:** 26 April 2022

**Closing date for applications:** 20 May 2022

*Applicants are considered on the basis of their suitability for the post irrespective of sex, marital status, sexual orientation, gender re-assignment, race, age or disability, in accordance with the Equality Act 2010.*