

Job Profile:

Job Title:

Business Decarbonisation Workplan Lead
Maternity Cover - Part-Time Fixed-Term Contract or Secondment

Job Purpose:

BEAMA is the UK trade association for manufacturers and providers of energy infrastructure technologies and systems. Representing over 200 member companies, we influence UK and international policy, standardisation, and market developments.

As a sector pinned for significant growth contributing to the Clean Power by 2030 program and UK energy transition, we have an obligation to do this sustainably. BEAMA has been supporting our members through a dedicated service to help them manage their decarbonisation plans and collaborate to solve common industry sustainability challenges.

Having gained significant momentum and cross industry engagement, this is expanding in April to be relaunched as BEAMA 2050 connected. BEAMA 2050 Connected is a subscription-based service designed to unite the built environment and energy supply chain in achieving Net Zero and advancing circular economy principles. This enables the market and supply chain to work together for an aligned approach to decarbonisation and sustainability - no one company is immune from this transition and won't be able to progress without taking a every company on the journey with us.

We are seeking a Business Decarbonisation Workplan Lead for a six-month part-time maternity cover role (3 days per week) starting in April 2025. This role will execute a targeted business decarbonisation workplan, with a primary focus on creating educational content and resources around sustainability reporting and offsetting. These resources will form toolkit pages for BEAMA 2050 Connected businesses looking to decarbonise.

You will also be responsible for updating our dedicated policy website section with UK and EU developments and signposting useful information to BEAMA 2050 Connected companies.

This role is ideal for individuals with experience in managing and communicating transition plans or sustainability reporting programs, including employees from BEAMA member companies or professionals and freelance consultants in this field looking to broaden their experience and supply chain engagement.

We are open to discussing secondment arrangements and will work closely with employers to ensure a mutually beneficial setup for the right candidate which allows the individual to split their time during the working week.

This is an exciting and rare opportunity to work on a program across an entire supply chain, providing unique experience and exposure to a wide range of manufacturing companies all progressing their transition plans.

Core Functions and Responsibilities:

- **Execute BEAMA’s pre-defined business decarbonisation workplan** to develop educational resources (including FAQs, reports, and guidance) and organise topical webinars and podcasts on key sustainability themes.
- **Maintain and inform on policy updates** on the BEAMA 2050 Connected Hub, supported by other BEAMA colleagues, ensuring businesses are informed about relevant UK and EU policy developments.
- **Engage with BEAMA 2050 Connected companies** to gather case studies and encourage participation in BEAMA initiatives.
- **Collaborate with internal teams**, including the Interim Head of Net Zero and marketing, to support workplan completion and member communications.
- **Support the creation of a new BEAMA 2050 Connected survey** to track sustainability-related industry trends.
- **Contribute to wider BEAMA initiatives** related to business decarbonisation which support BEAMA 2050 Connected goals or where your expertise adds value.

Qualifications:

Essential:

- Proven understanding of corporate sustainability reporting and offsetting, with a minimum three years’ experience.
- Strong written and verbal communication skills.
- Ability to translate complex policy and market information into accessible educational content.
- Proficiency in creating professional reports, presentations, and guidance materials.
- Excellent organisational skills and project management capabilities.

Desirable:

- Experience in the energy or manufacturing sector.
- Marketing experience, including content promotion.
- Basic design skills for content creation.
- Familiarity with BEAMA’s traditional membership base.

Hard Skills (Specific technical requirements):

- Content creation: Reports, presentations, FAQs, and other educational materials.
- Policy analysis and communication.
- Project management and event coordination (e.g., webinars, podcasts).
- Proficiency in communication and reporting tools.

Soft Skills (Desired personal attributes):
<ul style="list-style-type: none"> • Collaborative and proactive approach to work. • Ability to engage effectively with stakeholders. • Strong attention to detail and multitasking capabilities. • Passion for sustainability and environmental initiatives.
Knowledge and Experience:
<ul style="list-style-type: none"> • In-depth understanding of sustainability reporting and offsetting practices, with a minimum three years' experience. • Translating policy information into actionable guidance. • Engaging stakeholders and facilitating knowledge-sharing events. • Familiarity with Net Zero and circular economy concepts.
Reporting Structure:
Chief Operating Officer.
Budget responsibility:
Management of budget assigned to the Net Zero workplan.
Salary:
<ul style="list-style-type: none"> • £40k – £50k FTE (pro-rata for a 3 day week, 6-month contract), dependent on experience.
Contract:
<ul style="list-style-type: none"> • Part-time (3 days per week). • Central London office with highly flexible hybrid working (minimum one day per month in the office). • Fixed-term for six months (maternity cover). • Travel within the UK may be required. • Secondment opportunity available upon agreement.

To apply, please send a CV and covering letter to amy.collins@beama.org.uk by the 31st January 2025. If you're interested in exploring this role as a secondment opportunity, we'd be happy to discuss arrangements - please reach out using the same contact details.