



## **Policy and Stakeholder Relations Manager – Job Description** **Renewable Energy Assurance Ltd**

### **Renewable Energy Assurance Ltd (REAL)**

**Location: Central London, WC2B (Hybrid – minimum 3 days in the office)**

**Contract: Permanent**

**Salary: Circa £35,000 (depending on experience)**

### **Purpose**

Renewable Energy Assurance Ltd is seeking a driven and collaborative Policy and Stakeholder Relations Manager to join our Organic Materials Schemes team. This role is central to strengthening REAL's influence in relevant policy areas and deepening our relationships with key stakeholders across the sector.

You will carry out policy analysis, represent the Schemes at industry events, and work proactively to raise REAL's visibility and influence across government, industry and consumer-facing organisations. Reporting to the Director of Organic Materials Schemes, you will play a visible and important role in shaping the direction of our schemes and identifying new opportunities for growth.

This role is offered on a hybrid basis, with a minimum of three days each week in our Central London office.

### **About us**

Renewable Energy Assurance is at the forefront of driving the growth of renewable energy and supporting the circular economy. Through a wide array of certification and consumer protection initiatives, we ensure that businesses and consumers are empowered to make sustainable choices with confidence. We operate nine schemes in the renewable energy and circular economy sectors. For more information about us and the work we do, please see our website: [realschemes.org.uk/](https://www.realschemes.org.uk/)

Our work is guided by our core values:

- We are principled and caring
- We are passionate
- We are open-minded and inclusive
- We are professional
- We pay attention to detail
- We seek innovative ways to deliver our mission

Located in central London, our offices are close to popular areas such as Covent Garden and the Embankment, as well as main train stations.

### **Primary Job Functions & Key Accountabilities**

- Identify policy areas relevant to the Organic Materials Schemes, and define a strategy for following, analysing and developing those policy areas.
- Arrange regular meetings with the Director of Organic Materials Schemes to identify and agree REAL's position on relevant policy matters.
- Convey REAL's position both reactively (for example by responding to consultations) and proactively, with the aim of influencing policy development.
- Enhance stakeholders' understanding of our mission and objectives, and look for partnership opportunities by connecting with organisations with similar objectives.
- Organise stakeholder events, including relevant stakeholder fora, and represent the Schemes at external events to increase our visibility in the market.
- Horizon-scan for opportunities to strengthen our role in the sector, further develop the existing Schemes, and identify new opportunities.
- Liaise effectively with industry partners, government bodies, and internal REAL and REA colleagues as required.

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Website: <https://www.realschemes.org.uk/> | Email [info@renewableenergyassurance.org.uk](mailto:info@renewableenergyassurance.org.uk)

- Contribute to the ISO 9001 processes, Business Plan and REAL strategy development.
- Carry out other tasks as may reasonably be required.

### **What You Bring**

We are looking for a proactive, collaborative professional with:

- Experience in policy analysis, stakeholder engagement or public affairs, ideally within the environmental, energy or circular economy sectors.
- Strong interpersonal skills and confidence engaging with external stakeholders, including government bodies, industry partners and consumer organisations.
- The ability to monitor and analyse policy developments and communicate REAL's position clearly and persuasively.
- Experience organising events and representing organisations externally.
- A curious, strategic mindset with the ability to identify opportunities and horizon-scan for emerging trends.
- Excellent written and verbal communication skills, able to convey complex issues with clarity and authority.

### **Line Manager**

The post holder reports to the Director of Organic Materials Schemes.

### **Equal opportunities commitments**

REAL seeks to employ a workforce that reflects the diverse community at large because we value the individual contribution of people irrespective of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

The Company is committed to:

- Promoting equality of opportunity and fair participation in employment for all persons
- Eliminating occurrences of unlawful direct discrimination, indirect discrimination, disability discrimination, victimisation and harassment
- Promoting a good and harmonious working environment in which all persons are treated with dignity and respect
- Taking lawful affirmative or positive action, where appropriate
- Fulfilling all its legal obligations under the anti-discrimination legislation and the associated codes of practice
- Complying with this equal opportunities policy and associated policies, and
- Regarding all breaches of this equal opportunities policy as misconduct, which could lead to disciplinary proceedings.