

## Job description: ERGaR Secretary General

October 2022

**The European Renewable Gas Registry (ERGaR)** is a non-profit, non-governmental, Brussels-based association that sits at the heart of the rapidly developing renewable gas sector. We represent 34 members from 13 European countries, which are active in a wide range of activities in the gas sector including:

- renewable gas registries, which issue over 20TWh/year of certificates for biomethane, propane and hydrogen;
- key energy commodity traders and biomethane producers;
- industry associations and gas DSOs/TSOs.

We are the operator of the ERGaR CoO Scheme, the first European Scheme for the transfer for certificates for renewable gases between European registries. We are involved in key policy developments and debates in the field of certification and documentation of renewable gases and take part in EU-funded projects such as REGATRACE and METHAREN.

ERGaR is now looking for a new Secretary General, who will be responsible for the daily management of the association, for its strategic development, and for carrying out the tasks entrusted by the President and the Executive Board.

### Place of employment

We welcome applications from anyone located in Europe and remote working is possible. Our office is located in the European Quarter of Brussels (Avenue de Cortenbergh 100). An ability to attend meetings in Brussels (min. once every quarter) is essential.

### Working time

0.8-1 FTE (subject to negotiation)

### Salary

Competitive remuneration

### Type of contract

Fixed-term contract (2 years) with potential for extension.

### Your role

As Secretary General you will work with the Assistant Secretary General to manage the day-to-day operations of the association and deliver on our strategy. You will report to the ERGaR President and the Executive Board who are elected by our members.

### Management

- Managing the ERGaR secretariat, including line management of the Assistant Secretary General who is based in Brussels.
- Organising the activities of the Executive Board, e.g. regular board meetings and implementing the Executive Board's decisions.
- Organising meetings of the General Assembly, which is attended by all our members, with the goal of providing information about the activities of the association and taking decisions on membership and budgeting.

### Policy & external relations

ERGaR is a respected voice for the biomethane industry in Europe with a focus on the trading of biomethane. Our expertise is often sought by policy makers, other trade associations and our own members. You will:

- Ensure that ERGaR members are informed about developments that will affect their operations through briefing papers, webinars and presentations at General Assemblies.
- Ensure that ERGaR's voice is heard by policy makers at the European Commission.
- Maintain working relationships with European associations active in the field of (renewable) gases.
- Represent the association at high-level conferences, workshops and other events (requiring occasional Europe-wide travel).

### Management of ERGaR schemes

As well as providing networking and policy work for those involved in biomethane trading, we actively deliver a service to biomethane registries that allows them to transfer certificates cross border, registry to registry. Key elements of your role will be the following:

- Overseeing the operation and development of the ERGaR CoO Scheme and ensuring that it responds to the requirements of its participants, European legislation and CEN standard EN 16325.
- Working on the development of the ERGaR RED MB scheme if and when demand for the scheme becomes apparent.

### EU projects

- ERGaR has recently completed its contribution to the successful REGATRACE project and you will be responsible for ensuring that the remaining monitoring and evaluation requirements are fulfilled and finances are fully secured.
- We are currently a junior partner in the METHAREN project, which has recently commenced and is expected to run until 2027. You will be responsible for managing ERGaR's contribution to the project and fulfilling our commitments.

### Administration

- Preparing annual budget proposals and providing annual financial reports for the General Assembly.
- Implementing financial decisions, being responsible for the ERGaR bank account and keeping the Treasurer informed as to ERGaR's financial activity.
- Maintaining the association's accounts in accordance with the relevant Belgian regulations.

### **Your skills**

- Excellent communication skills with the ability to process complex ideas and make them accessible to a range of stakeholders.
- High-level organisational skills which will enable you to manage different workstreams at the same time.
- Ability to lead a small team and work with a wide range of stakeholders both internally (ERGaR members) and externally.
- Consensus-building and negotiation skills.

### Your experience

- At least 5 years' professional experience within the renewable energy sector, the natural gas industry, or international NGOs. Ideally, you will have a background in the renewable energy sector or, more specifically, in renewable gases. If this is not the case, you must be a fast learner who will quickly be able to delve into the dynamics of renewable gas registries, biomethane trading and relevant European policy.
- We do not require you to be a veteran of the “Brussels Bubble”, but experience of European politics and regulations is desirable. Biomethane trading is intrinsically linked to European and national policy, so experience in that area will help you hit the ground running.
- The ERGaR CoO Scheme is based on a software platform (provided by an external partner), so experience in the management of software operation and development is desirable.
- Experience working with multinational stakeholders is desirable and fluent spoken and written English is essential; fluent French and/or Dutch is desirable.

### What you will get from ERGaR

- The chance to be involved in a rapidly growing part of the energy sector, contributing to the delivery of the European target for biomethane production in 2030 of ten times the current levels, securing our energy independence and tackling climate change.
- A diverse workload covering policy, project development, networking, administration and membership management.
- A position working alongside ERGaR members, which are leading organisations in the European renewable gas sector.
- The chance to make your mark within a small, dynamic organisation with a flat management structure, where you will be given significant responsibility and the freedom to deliver in the style you want.
- The opportunity to participate in international projects to help shape the European energy market of the future.

If you feel that this is the role for you, please submit your application to Ms Katharina Kramer, Assistant Secretary General, ([kramer@ergar.org](mailto:kramer@ergar.org)) by 18/11/2022, quoting “Application – ERGaR Secretary General” in the email subject line. Your application should include a cover letter telling us about your skills and experiences and what attracts you to this role, alongside your CV and copies of your certificates and qualifications.

Please note that only short-listed candidates will be contacted for interview.

*Under the General Data Protection Regulation (GDPR) (EU) 2016/679, ERGaR has a legal duty to protect any information collected from applicants. Information contained in applications may be privileged or confidential and is intended for the exclusive use of the recruiting process.*