

Position: ERGaR Communications & Policy Officer

The **European Renewable Gas Registry (ERGaR)** is a non-profit, non-governmental, Brussels-based association that aims to enable the cross-border transfers of certificates for biomethane and renewable gases. Today we represent 34 members from 13 European countries who are active in a wide range of activities in the gas sector, such as renewable gas registries and associations, energy commodity traders and gas DSOs/TSOs. ERGaR is engaged in various European forums and projects in the field of renewable gas certification and documentation.

We are looking for a result-oriented Communications & Policy Officer, passionate about energy transition, who will report directly to the Secretary General at ERGaR's Brussels-based office. He/she will carry out a variety of tasks related to the organisation's daily and strategic activities, while also representing the association towards European public and private stakeholders.

Employer

ERGaR European Renewable Gas Registry aisbl

Place of employment

Avenue de Cortenbergh, 100, Brussels, Belgium

Conditions of employment

The employment is full or part-time; subject to negotiation.

The duration of the contract is 1 year with potential for extension.

Responsibilities

Communication and stakeholder outreach

- Researching, writing, and publishing of monthly newsletter to ERGaR members on relevant EU policy developments
- Bilateral meetings with members
- Contribution and presentations at local and international conferences and workshops
- Management and maintenance of ERGaR's website and social media presence
- Preparation of publications
- Maintenance of ERGaR's visual identity

Policy work

- Monitoring of key legislative and non-legislative files related to certification for renewable and low carbon gases
- Representation of ERGaR at relevant conferences, workshops, stakeholder meetings and similar events in Brussels
- Maintaining relationships with key stakeholders and expanding the reach and influence of our organisation

ERGaR members and system participants

- Working with the Secretary General as the contact person for all ERGaR members on a wide variety of topics

- Communication with the members and system participants on updates of ERGaR CoO scheme documentation
- Preparation of ERGaR's Board Meetings, General Assemblies, and ad-hoc executive meetings

Office management

- Management of ERGaR's office e.g., monitoring mailbox and preparation and maintenance of key documents, such as Statutes, Resolutions of General Assemblies and Board Meetings, ERGaR Scheme Documents and Audits, etc.
- Invoicing of ERGaR membership and transaction fees
- Administering ERGaR CoO Scheme

Requirements

- Education level: university degree or equivalent experience or training
- Experience: 1-3 years professional experience in European associations or Institutions, preferably within the renewable energy industry and/or natural gas industry
- Languages: fluently spoken and written English is essential any other language is an asset
- Personal characteristics: team player with the ability to also work independently, excellent communication and multi-tasking skills, organisational talent, flexibility and openness, creativity and can-do mentality
- Experience with Word Press and graphic design tools (preferably Canva) is an asset
- Hybrid working at the ERGaR desk in Brussel's (office shared with GIE), with willingness to occasionally travel within Europe

ERGaR offers you

- A fascinating, diverse, interdisciplinary, and challenging role in the energy sector, in the rapidly expanding field of renewable gases
- A dynamic and international environment in a future-oriented association with a flat management structure which provides space for personal initiative and creativity
- A flexible workplace
- Competitive salary
- Meal vouchers
- Flexible hybrid working conditions

If you enjoy taking on personal responsibilities and working with an international, energetic team, submit your application to the Tim Hamers (tim.hamers@ergar.org) by 23/06/2023, quoting "Application – Communications & Policy Officer" in the email subject.

Your application should include a cover letter and a CV.

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 intended for the exclusive use of the recruiting process.