

Job Profile

Corporate Communications Executive

Location	Solihull
Reports to	Head of Corporate Communications
Hours	The role is contracted at 37 hours per week but you must be operationally available at all times to meet Company requirements.
Contract	Permanent
Constraints (travel/ base/ working patterns etc)	You are expected to attend our offices for a minimum of 2 days per week and as required by the Company, for specific meetings, events or training.
Salary	£35,000 plus bonus eligibility, contributory pension, life assurance and further benefits
Date	January 2026

About us

We are the skills experts and voice for the energy and utilities sector. We bring together industry and policy to address skills and workforce needs across the UK. We help shape the nation's gas, power, water and waste talent now and in the future. With access to employers, policy makers and industry bodies, we identify current and future workforce demands and implement solutions.

About the role

The Corporate Communications Executive will play a key role in managing the delivery of corporate communications for the Energy & Utility Skills Group. The role will be responsible for programme planning and coordination for corporate communications and public affairs.

This role supports the Head of Corporate Communications in delivering internal and external communications while enhancing consistency, reach, and impact. It also leads support for the Skills and Learning Policy Forum and the Communications and Promotion Group.

About you

You will have demonstrable experience of supporting and managing programmes of medium to high complexity. You work effectively at pace and with rigour, and are confident engaging with people at all levels, including senior leaders.

You are collaborative, organised, and skilled at convening working groups.

Experience in communications, public affairs, skills, workforce or regulated qualifications is advantageous. Excellent written communication skills and digital confidence are essential.

Key Responsibilities:

The key responsibilities of the Corporate Communications Executive include:

Coordination and execution of corporate communications

- Deliver owned requirements of the Communications Plan immediately from January 2026.
- Programme manage corporate internal and external communications, working closely with SLT members from both Energy and Utility Skills Group and Energy & Environment Awards.
- Ensure integrated planning and scheduling for all corporate communications, including public affairs, convening colleagues from across teams to ensure efficiency and impact.
- Support the Head of Corporate Communications in the delivery of strategic communications, including planning thought leadership and speaking opportunities.
- Manage staff engagement briefings, ensuring that content is coordinated and prepared to the highest standard and aligned to our corporate values.
- Manage the structure and content planning of the intranet, including the production and cataloguing of 'Knowledge Bites'.
- The Corporate Communications Executive is responsible for identifying communications that may be politically sensitive or reputationally significant and escalating these promptly to the Head of Corporate Communications. Where required, and in line with the Communications Plan, such matters will be escalated to the Group Chief Executive for judgement and sign off prior to publication or circulation.

Public Affairs delivery

- Support engagement with ministerial teams, select committees, interest groups, opposition parties and sector bodies in Westminster and the devolved nations.
- Track and evaluate engagement through our CRM system and reporting against agreed measures that matter.
- Manage responses to consultations and calls for evidence, working closely with members and key partners, as well as internal subject matter experts.
- Deliver fortnightly policy briefings published on the company's intranet, managing timely external briefings to deliver expert content to members and partners as required.
- Develop and maintain an external communications map that illustrates the records contained within the CRM and owned by the CRM category owners stated in the Communications Plan.

Network groups

- Develop and manage the operational delivery of the company's Skills and Learning Policy Forum, and the Communications and Promotion Group.
- Support SLPF members' understanding of and input to skills policy that impacts the sector through briefings and regular correspondence.
- Manage the Communications and Promotion Network Group to align Energy & Utility Skills Group strategic communications with members and government partners.
- Maintain the groups' Terms of Reference, coordinating meetings, member engagement and outputs.
- Manage the delivery and reporting of supporting projects, working closely with the Project Management Team to ensure effective delivery on time and to budget.
- Provide timely report and tracking of all activity through CRM system.

Additional responsibilities

- Use CRM (Microsoft Dynamics) to manage customer data and relationships.
- Harness Artificial Intelligence and maximise all productivity gains and growth potential.
- Demonstrate alignment with the organisation's values through a collaborative approach, professionalism, and a clear focus on quality and impact.
- Commitment to continuous learning, taking ownership for personal and professional improvement and contribute positively to the culture and performance of the team.
- Ensure compliance with Energy & Utility Skills data protection policies and processes.

- Take reasonable care of your own health and safety and that of others in the workplace.

Job Holder Specification

Specification	Essential	Desirable
Knowledge & Experience		
Experience in successfully planning and delivering programmes of work and providing effective reporting at organisational and team levels	✓	
Experience of building and maintaining effective relationships at all levels both internally and externally.	✓	
Demonstrable track record of building and maintaining effective partner relationships up to and including senior levels	✓	
Experience of planning and delivery of strategic communications, both internally and externally		✓
Experience in public affairs with an understanding of national and devolved skills policies.		✓
Familiarity and experience of working with AI tools for content generation and optimisation (e.g. ChatGPT, Copilot).		✓
Experience of working within skills, energy and utilities or a membership organisation.		✓
Competencies & Skills:		
Relating & Networking Establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; manages conflict.	✓	
Delivering results & customer expectations: Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.	✓	
Planning & Organising Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish	✓	

complex and varied projects and tasks; monitors performance against deadlines and milestones.		
Presenting and communicating information Ability to discuss and write clearly and succinctly, writes convincingly across a range of communications channels.		✓

Our Values

Together

We are stronger, collaborating internally and externally to deliver success as one high performance team.

Credible

As specialists, we are trusted to provide thought leadership, the skills voice for Industry and skills solutions for energy and utility industries.

Making A Positive Difference

A great place to work, we individually and collectively play a key role in shaping a greener world.