

Low Carbon Scheme Administrator

- London or Birmingham, UK
- Full-time
- Contract Type: 3-month internship

Job Description

The Role

Location: London or Birmingham office, with ability to work from home

We are looking for a motivated and enthusiastic individual, ideally studying or with an interest in sustainability, engineering, climate change, environmental science, business administration or similar disciplines to join our low-carbon consulting team. As a Low Carbon Administrator within Talan UK & Ireland's Strategy and Energy Business Unit (SEBU), you will be directly involved in helping to deliver one of the UK Government's major grant funding programmes to improve the efficiency of district and communal heat networks.

The Heat Network Efficiency Scheme (HNES) is a multi-million-pound grant funding scheme which forms a key part of the UK Government's ambitions for unlocking the potential of heat networks as part of the Warm Homes Plan: achieving the best outcomes for end users and delivering high public trust in heat networks. It launched in February 2023 and has recently been allocated further funding out to March 2030. The aims of the scheme are to reduce carbon emissions and customer detriment within existing heat networks in England and Wales.

A heat network is a series of connected pipes which supplies heating or cooling and hot water to multiple dwellings (communal) or buildings (district) from a central heat source. Heat networks have a central role to play in helping the UK achieve its 2050 Net Zero target. In high density urban areas, they are often the lowest cost, low carbon heating option as they offer a solution that can provide heat to a range of homes and businesses by capturing or generating heat locally. They are also compatible with any heat source and can make use of otherwise inaccessible large-scale renewable and recovered heat sources, including large rivers, geothermal and industrial heat.

Working as part of a dedicated team to deliver this scheme, you will play an important role in assisting with the day-to-day delivery of the scheme. This will include helping to manage communications, supporting application processes, and ensuring projects are progressing as expected.

This role is well suited to someone looking to gain practical experience in the low carbon sector. You will develop an understanding of heat networks, government programmes, and the wider energy and policy landscape, while building your organisational and stakeholder engagement skills.

Furthermore, by being part of the wider SEBU, you will be exposed to our other work spanning multiple sectors including hydrogen, heat pumps and energy efficiency. Our clients include trade associations, manufacturers, innovators, local authorities, and national government, with contracts ranging from discrete pieces of consultancy work through to multi-million-pound, multi-year contracts. We work mainly in the UK but also support a range of clients across Ireland and mainland Europe to understand and deliver on their Net Zero commitments. Our work sits at the intersection of policy, economics, technology and scheme delivery to help our clients understand their opportunities in the low-carbon sector. We achieve this by examining what their path to Net Zero could look like, assessing the challenges, and identifying solutions. Through this role, you will gain experience in client delivery whilst developing sound knowledge in low-carbon technologies, policy development, government processes, and business processes.

Responsibilities

- Responding to email enquiries and supporting communications with heat network operators and applicants.
- Assisting with the coordination of applications, ensuring required information is shared with the assessment team.
- Supporting the preparation and tracking of grant funding agreements.
- Providing general administrative support to help applicants through the process.
- Assisting with the processing and tracking of grant claims to ensure funding is distributed accurately and on time.
- Supporting wider team activities and client delivery across other accounts as required.

Qualifications

Requirements

The role is ideally suited for someone with some relevant work experience, a recent graduate, someone finalising a relevant degree or someone returning to work following a career break.

- **Experience and qualifications** – the successful applicant will be a current student or recent graduate, ideally in a relevant field (such as sustainable development, geography, engineering, politics, environmental management or climate change), with an interest in the low carbon sector. Any previous work experience (e.g. internships, academic projects or part time roles) is beneficial but not essential.
- **Communication** – we need to be able to engage with a wide range of stakeholders using a variety of different communication techniques. Attention to detail and the ability to produce clear, concise and accurate advice and guidance is essential. You will need excellent written communication skills and feel confident engaging with a wide range of stakeholders via email, telephone, virtual meetings and in person.
- **Organisation and time management** – the successful applicant will be engaged, organised, and motivated to deliver high-quality outputs. They will be organised, methodical, can manage workloads and produce deliverables efficiently.
- **Relationship building** – an important part of the role is to develop relationships with internal team members, partner organisations, clients and other relevant stakeholders as required. You will be able to build strong relationships internally and externally; you will be a successful team player who is committed to working collaboratively.
- **Passion and dedication** – we are passionate about the low carbon transition, and we are dedicated to ensuring that the future of our planet is both different and better and we want you to share that passion. The successful applicant will demonstrate a desire to support the move to a greener economy with a clear interest in our work and an understanding of sustainability and the Net Zero debate.

Additional Information

WHAT WE OFFER

We believe that Talan UK & Ireland's culture is fundamental to the achievement of our objectives. A great culture ensures a consistent experience for our partners whomever they work with in the team. For those considering applying for a role at Talan UK & Ireland, we offer an engaging work environment and the opportunity to develop your career in a collaborative setting that allows people to grow and learn new skills. This role offers successful candidates an opportunity to work in a fast-paced consultancy specialising in energy and environment delivering real impact for our clients and supporting our corporate sustainability objectives.