



Creating a world of better opportunities

Job description

CIREG General Secretary

Remote

Permanent

Grade 9

Full Time - 35 Hours per Week

Reports to: IET CIREG Director

Where the role fits

The role reports into the Portfolio and Product Management team, which has responsibility for:

- Portfolio Strategy – responsible for defining the right mix of products and services to meet member and customer needs, including ownership of the Portfolio and Product Roadmap and end-to-end product lifecycle.
- Business and Market Intelligence – utilising data and external market research to inform strategic business decisions.
- Member and Customer Experience – responsible for intentionally designed member and customer experiences utilising insights to inform approach, and drive process optimisation through the adoption of a continuous improvement mindset.
- Product Management – responsible for developing products and solutions in line with customer needs to maximize penetration in target markets.

Purpose of the role

The CIRED General Secretary will be responsible for the day-to-day management of the CIRED association as well as supporting its future strategy. The role reports into the IET's CIRED Director and is part of the IET's Events and Learning Product Management team.

This role will support CIRED's Board of Directors to lead and enhance CIRED's organisational strategy by:

- Supporting the development of new CIRED activities, international expansion and strategic partnerships
- Providing strong coordination between CIRED's governing bodies and taskforces
- Enhance and expand the technical content of CIRED's events, formats and activities
- Strengthen key partnerships with technical organisations, policy makers and standards organisations
- Improve CIRED's visibility and positioning within the global energy community.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- To work with CIRED's Board of Directors to support on the implementation of their organisational strategy by overseeing the fruition of the CIRED strategic plan and related task forces.
- To organize and coordinate new types of events and activities that contribute and lead CIRED's international expansion beyond Europe.
- Develop and oversee publication and dissemination strategies, including working group reports, 'Digital CIRED' initiatives, written publications, training programmes and courses and online community groups.
- Strengthen strategic partnerships with key technical organisations as well as organisations that interface with CIRED's activities–
- Establish relationships with policymakers and standardisation bodies.
- Oversee and follow up on the association's accounting
- Ensure compliance with legal and regulatory requirements, including UBO register, official publications and tax report filings
- Provide support to the Technical Committee, Board of Directors, and General Assembly, overseeing the daily activities of the Working Groups.
- Manage contacts with the National Committees and Liaison Committees.
- Act as the primary point of contact for enquiries via the CIRED website and taking responsibility for updating and maintaining the website and social media accounts.
- Actively contribute and oversee CIRED's main conference, local CIRED workshops and future CIRED event
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Deliver operational excellence:** You'll be responsible for the efficient and effective execution of day-to-day tasks and projects, ensuring they align with organisational goals.
- **Collaborate for success:** You'll work closely with colleagues across departments, fostering open communication and a collaborative environment to achieve shared objectives.
- **Support continuous improvement:** You'll actively participate in identifying areas for improvement and implementing solutions to enhance efficiency and effectiveness within your area.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.
- **Enhance team strengths:** You'll support your team in understanding and using their individual strengths to improve productivity and engagement, ensuring everyone can contribute effectively.

Skills and experience required

- Proven experience in association management, conference organisation, or a related field.
- Ability to manage multiple projects and coordinate international stakeholders.
- Excellent communication and networking skills
- Ability to work independently and be a strategic thinker structured in their approach
- Familiarity with the electricity distribution sector and its key stakeholders
- Language skills are beneficial, especially in French, Dutch or German

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Collaborative communication:** You'll possess excellent written and verbal communication skills with a focus on active listening, clear communication, and building strong relationships with colleagues.

- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively, manage your workload to meet deadlines consistently, and ensure project deliverables are achieved on time and within budget.
- **Technical and operational expertise:** You'll possess a strong understanding of the relevant technical or operational area, coupled with a strategic mindset and problem-solving skills to identify and implement solutions to ensure smooth delivery.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Promoting a positive and inclusive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, teamwork is valued, and collaboration thrives.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>ND, Head of Product: Events, Education & Learning</i>	<i>May 2025</i>
<i>Strategic People Partner</i>	<i>VD, Strategic People Partner</i>	<i>May 2025</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.