

Job advert

RTFA Head of Policy

The RTFA is a trade body representing the interests of the UK's renewable and low carbon fuel producers and promoting the uptake of better road, aviation and maritime fuels. Its members include bioethanol, biodiesel and other renewable fuel producers, companies supplying biomethane and developers of Sustainable Aviation Fuel (SAF) and other LCF (low carbon fuel) projects. The RTFA is recognised as the leading voice for the sector and has approaching 70 corporate members.

The RTFA is seeking an experienced and motivated policy specialist to lead and support the Association's policy and advocacy work. The Head of Policy will join a small, influential team, currently comprising the Chief Executive Officer and a part-time Senior Adviser, and will play a key role in advancing the interests of the RTFA and its members.

Remuneration: Up to £60,000 per annum, depending on experience, plus 25 days' annual leave, statutory holidays and an 8% employer pension contribution.

Location: The RTFA operates on a home-working basis, with reasonable costs for co-working space covered where required. The role will involve travel to meet members and attend relevant trade shows and industry events. There will also be an expectation to meet regularly in person with the CEO and Senior Adviser in central London.

Line Manager: Alex Wolfe, Chief Executive Officer, RTFA

Working arrangements: The RTFA's preference is for this to be a full-time role. However, we are open to flexible working arrangements and would consider a reduced working week for the right candidate, with salary and benefits provided on a pro-rata basis.

Key Responsibilities

Lobbying and policy

- In collaboration with other RTFA staff members, draft and develop policy statements, consultation responses and other policy materials as required. This may involve organising and facilitating workshops with members to gather, discuss and develop views and policy positions.

- Promote and disseminate the RTFA's policy positions on decarbonising UK road, aviation and maritime transport by working with officials in relevant government departments and other stakeholders.
- Maintain, update and make effective use of the RTFA's Customer Relationship Management (CRM) system, including contact details for members, government departments, Select Committees, All-Party Parliamentary Groups (APPGs), MPs and other key stakeholders, to support regular and effective engagement.
- Support members in their interactions with the Renewable Transport Fuel Obligation (RTFO), Sustainable Aviation Fuel (SAF) Mandate and other policies relating to the decarbonisation of transport that may affect their activities.
- Identify and build relationships with other trade associations, think tanks and industry stakeholders where interests and policy objectives overlap, identifying opportunities for collaboration and coordinated advocacy.
- Develop and maintain the quantitative evidence base underpinning the RTFA's policy and advocacy work. This is likely to involve gathering information from members on their companies' activities, investments and projects, alongside research and analysis of relevant publicly available data and other sources.

Communications and stakeholder engagement

- Helping build the RTFA's profile in the trade and national press
- Acting as a spokesperson for the RTFA in broadcast media, (if the RTFA Chief Executive otherwise engaged)
- Representing the Association at conferences, workshops and stakeholder meetings; as well as actively seeking to cultivate relationships with Government officials and representatives in order to promote the interests of the Association.
- Build and maintain strong relationships with RTFA members, providing tailored advice and fostering collaboration where appropriate.
- Helping to build relationships within Whitehall.
- To suggest and post content for the RTFA LinkedIn page.
- To draft RTFA press notices, and oversee their distribution.

Administrative

- Assisting with the recruitment of new members and the administration involved.

- To undertake routine administrative tasks (e.g., CRM updates, website updates, member communications etc.) on a fair-share basis along with other team members.
- To carry out other duties as required, noting that the RTFA has a small team and the requirement to respond to external events at short notice may override planned work.

Person Specification

The candidate should have

- A background in the field of renewable transport fuels.
- Extensive knowledge of UK road, aviation, marine and/or transport decarbonisation policies, including experience of working with or within the Department for Transport (DfT), Department for Energy Security and Net Zero (DESNZ), Department for Environment, Food & Rural Affairs (Defra), HM Treasury, the International Maritime Organization (IMO) and/or other relevant UK and international bodies.
- Good written and verbal communication skills.

How to Apply

Please submit your CV together with a covering letter explaining why you are interested in the role and how your experience meets the requirements of the position. The closing date for applications is Wednesday 7th October, although the Association reserves the right to stop taking applications ahead of this date if sufficient applications are received. Early application is therefore strongly advised. Interviews could take place before 7th October. Submissions should be sent to **alex@rtfa.org.uk**.