

Job Description for Zero Emission Flight Delivery Group Secretariat:

Anticipated time: A 1-year commitment requested with a 1-day/week on average (on the basis that there are 2 Secretariats filling the role). This is a voluntary role.

Purpose of the Role

This is an exciting opportunity to work with senior stakeholders who are at the forefront of leading on the UK's ambition to reach Net Zero in Aviation by 2050.

This role requires someone who has worked in the industry, is quick thinking, has attention to detail, is proactive and experienced in operating in a fast, dynamic environment.

This main purpose of the role is to perform a secretariat function for the Jet Zero Council Zero Emission Flight (ZEF) Delivery Group (DG) which has a membership consisting of experienced senior stakeholders from across the aviation industry. First and foremost, this role will involve preparing agendas, reviewing, and collating papers for the ZEF DG and taking minutes and actions at the meetings.

In addition, the role will provide strategic and operational support to the Zero Emission Flight Delivery Group Chair, ensuring the progress of different activities led by a large number of different organisations and ensuring the Chair has the necessary briefing material and knowledge for senior (including ministerial) level meetings.

You will have strong attention to detail and be comfortable at engaging with senior level stakeholders and be able to quickly capture, review and articulate complex information, always mindful of the broader context.

This may also include representing the ZEF DG Chair at stakeholder meetings and troubleshooting where required.

Due to the nature of the role, the ability to travel to external meetings or engagements is required.

Key Responsibilities

- Work closely with the Chair to provide a Secretariat function for the ZEF DG, setting up meetings, preparing agendas, reviewing, and collating papers for the ZEF DG, taking minutes and actions at the meetings and providing summaries that can be published in the public domain.
- Produce papers of high quality suitable for ministerial meetings (such as the Jet Zero Council); provide summary briefings to the ZEF DG Chair for Jet Zero Council related meetings.
- The role will be expected to ensure the ZEF DG action plan is maintained and will work with the leads of the Subgroups and the Task-Finish groups to ensure actions are progressed, dependencies managed and the relevant stakeholders are kept informed.
- The Secretariat will work closely with the Sub-Group Secretariats and Government officials to ensure dependencies between the groups are managed

with a co-ordinated forward look of agendas for both the ZEF DG and the Sub-Groups, including common ways of working.

- Occasionally representing the ZEF DG Chair at stakeholder meetings, understanding the need to tailor discussions to the audience.
- The role will need to be continuously aware of the latest research and information relating to the Jet Zero ambition.

Required Skills and Experience

- Demonstrable experience in the aviation or aerospace industry, preferably in a sustainable aviation context.
- Ability to communicate clearly and concisely and produce succinct, high quality written material on complex topics. This will include experience of producing accurate written documents, such as minutes, presentations, or other briefings to a high standard.
- Excellent stakeholder management skills with an ability to work effectively with a wide range of stakeholders at a senior level.
- Experience working proactively and independently to drive forward team objectives.
- Exceptional attention to detail with a focus on meeting deadlines.
- Strong proficiency in Microsoft Office and other office productivity tools.