Applicant Pack

Stakeholder Engagement Manager

We are looking for a Stakeholder Engagement Manager to join us and support the Industrial Decarbonisation across Portbury Avonmouth Severnside and the West of England Industrial Cluster.

SevernNet is a non-profit social enterprise. We're run with the support of our members and our team of voluntary directors.
SevernNet brings together the businesses and community across Portbury Avonmouth Severnside (PAS) to enable barriers to be overcome and opportunities to be exploited through cooperation and collaboration.
We are promoting the area as a Circular Net Zero Economy Hub for the West of England and Severn Estuary Local Growth Area

During 2024/5 a number of stakeholders came together to form the West of England Industrial Cluster (WEIC) and to develop a Local Industrial Decarbonisation Plan (LIDP) for the area.
The first phase of this work is now complete as of March 2026, following the plan's publication in March 2025; and we are now collectively working to deliver the second phase of the plan.

The Stakeholder Engagement manager will play a key role in progressing the delivery of Phase 2 and beyond of the plan and keeping everyone informed and connected across a growing base of stakeholders and supporters.

Job description – SevernNet Stakeholder Engagement Manager

We are looking for a talented and enthusiastic person to manage this critical role which will strongly influence the ongoing development of the WEIC and the delivery of the LIDP.

You'll be a strong team player and communicator, an inclusive manager with robust, consistent project delivery and engagement skills. You'll be reporting to our Managing Director; and working with and supported by other SevernNet team members and our Board.

The role will be on a self-employed basis. Expected hours: A minimum of 14 hours per week at £25-£30 per hour (subject to experience). The initial contract period will be for 3 months, with a strong likelihood of continuation as further funding is currently being secured.

Key Workstreams

The role will support delivery of a coordinated stakeholder engagement, with a focus on both core and evolving activity areas:

1. **WEIC Stakeholder Engagement Plan**
    a. Develop and deliver a structured stakeholder engagement strategy for LIDP Phase 2
    b. Identify and develop new engagement opportunities and thematic areas as the cluster evolves
2. **Ongoing Engagement Activities (Thematic Areas)**
    These form part of the broader engagement plan and will continue to develop over time:
    a. Local Heat Network: Ongoing engagement with businesses and stakeholders following the feasibility study, supporting continued development and participation
    b. SMR/AMR Forum: Facilitating continued discussions and engagement around nuclear opportunities in the region
    c. Scope to expand into additional focus areas as priorities emerge

Primary Roles

- Understanding the task of further developing and delivering the WEIC and LIDP, and the importance of the stakeholder engagement in achieving this
- Agreeing and executing the stakeholder engagement strategy and plan for the project working with other team members and priorities.
- Updating, maintaining, and evolving the stakeholder engagement database on HubSpot
- Managing and extending a network of supporters and stakeholders; and keeping everyone informed through a variety of media sources including e-newsletters, social and print media
- Design and management of surveys with partners as required
- Managing consultations, forums, workshops and events as required
- Ensuring the success of the industrial decarbonisation stakeholder engagement in collaboration with other cluster members

Outcomes

- A stakeholder engagement plan agreed by Cluster Manager and the cluster members to progress Phase 2 of the LIDP delivery; and outline plan for ongoing stakeholder engagement.
- Effective delivery of ongoing thematic engagement areas, with active participation from stakeholders
- A well-managed, up-to-date and growing stakeholder database, enabling targeted engagement and improved coordination across activities
- Successful delivery of consultations, forums, workshops, and surveys, generating insights and informing key pathways, barriers, and opportunities
- Well informed stakeholders and supporters throughout the plan's ongoing delivery ensuring wide scale understanding, recognition, interest and exploitation of the plan.
- Effective and collaborative working with other partners

About You

You are a people person who is able to think critically and creatively to achieve effective and widespread stakeholder engagement.
You thrive in a dynamic and collaborative work environment;

If you welcome the opportunity to be at the forefront of groundbreaking work across the West of England to support delivery of the plan to decarbonise the West of England Industrial Cluster, and be part of a great team, then read on.

Here's what we're looking for:

Essential Skills and Qualifications

- ✓ Relevant qualifications and interest in the circular economy
- ✓ Proven stakeholder engagement experience – direct or transferrable
- ✓ Project planning, monitoring, evaluation and delivery
- ✓ Workload prioritisation – managing multiple priorities and having a flexible approach
- ✓ Excellent written and verbal communication skills
- ✓ Good IT Skills – including Hubspot, Word, Excel and PowerPoint
- ✓ Proficient use of communications tools including LinkedIn, WordPress and Mailchimp
- ✓ Understanding and adherence to GDPR and related constraints to engagement

Desirable Skills and Qualifications

- ✓ Degree Level Qualification (or equivalent)
- ✓ Understanding of, and passion for decarbonisation of industry
- ✓ Experience working across multi-stakeholder environments, partnerships, or place-based initiatives

The Offer

Working week:	Self-employed part-time role – minimum 14 hours a week
Rate:	Hourly rate £25 - £30 (subject to experience) Paid within 21 days of receipt of approved timesheet and invoice
Annual Income	Based on 14 hrs per week and 12 weeks for 3 months There may be potential to extend hours, including supporting SevernNet's work in other areas
Duration:	Fixed term [initial] contract for 3 months from date of appointment. *Our intention is to secure funding to enable this role to be extended over at least the period of Phase 2 (18 months), but the funding is not yet in place.*
Location:	Based at SevernNet's Avonmouth office (St Andrew's House) with the opportunity for flexible and home working dependent upon tasks and team needs. There will be a requirement to attend in-person events including meetings across Portbury, Avonmouth, Severnside.
Travel:	Expenses are recoverable based upon SevernNet's standard rates
Equipment:	If required, a laptop and mobile phone can be provided for the duration of the contract
Start date:	As soon as possible
Application Deadline:	Applications will be reviewed on a rolling basis and we may close the position once the right candidate is identified.
Interviews:	Interviews will be arranged and an appointment will be made as soon as a suitable candidate is confirmed
Further details:	Please email benita@severnnet.org if you would like to arrange an informal chat.
Application process:	Please submit your application through the Application Form - Stakeholder Engagement Manager at SevernNet