Employer: Kinewell Energy

Vacancy: Admin supporting the transition to net zero

Hours: 22.5 hours per week

Salary: £11.44 per hour – Meets Min National Wage

Working pattern :Flexible hybrid working

Number of vacancies: 1

Job Summary

Kinewell Energy develops and commercialises innovative technologies that add significant scalable value and impact positively on social and environmental challenges.

Climate change is the greatest social and environmental challenge the human race has ever faced. Regardless of the path to net-zero, we will need a substantial increase in renewable electrical generation to decarbonise the power grid, and support electrification of other sectors. Additionally, green hydrogen production will need to be significantly upscaled to meet net zero targets. That's why all of our current solutions leverage AI and advanced mathematics to accelerate and reduce the cost of offshore wind.

There is a severe skills gap for delivering the net-zero transition at the pace required. We value collaboration over competition; spinning in and licensing others' IP rather than recreating it, and opening up our technology for others to use, maximising its reach and impact. Our software tools deliver productivity gains through digitalisation and automation, allowing engineers to focus on the areas where critical human thought is needed most.

Through this New Start programme, we are looking for someone who wants to contribute to our mission of accelerating the transition to net-zero. We want someone with a hungry desire, and aptitude, to learn and develop their skills.

We are flexible as to which area of the business you support, and the following areas are potential options:
- Administrative (diary management, booking travel/accommodation, minute taking for meetings, calculating our carbon footprint, etc)
- Sales and Marketing (creating social media content, graphic design, administrative support to sales team, proof reading, web development etc)
- Technical (developing code in Python or C, web development, testing our software products looking for bugs, etc)

| Essential skills, experience and qualifications | What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience… that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

• A commitment to own learning and development and ready to complete the training on offer
• Ability to work well as part of a small team
• Ability to demonstrate customer care and to be polite and courteous
• Able to follow instructions and health and safety guidelines
• Good communication skills
• Good level of written skills
• Excellent use of ICT and computer skills
• Display our core values of honesty, integrity, trust, fairness and pursuit of excellence |