

HEDON Household Energy Network (HEDON) is the leading knowledge sharing and networking NGO for household energy development. We are very well known for our practitioners' journal Boiling Point which targets off-line hardcopy readers who do not have access to the internet and therefore rely on Boiling Point to learn about the latest technology, research and news in the household energy for development sector. Many of our readers are practitioners in the field working to solve the world's energy access challenges. We believe that knowledge is power and Boiling Point is therefore a critical part of our work.

We're looking for a **Boiling Point Assistant** to help us produce our journal and grow our reach and reputation. In this role, you will gain experience in producing and disseminating a leading energy journal. You will gain significant exposure to the energy for development sector and develop a professional network of Boiling Point authors, reviewers and sponsors from several leading energy organisations.

Person Specification:

HEDON is a small organisation with a large impact. We are looking for someone who is organised, passionate about the development sector and able to work on their own. To work on Boiling Point you will need a sharp command of the English language and strong written and oral communication skills. You will also need to have a basic understanding of and ability to use social media platforms to promote Boiling Point. To truly succeed in this role, you will need to be ready to take initiative and have the dedication needed to see your ideas come to life.

Key Responsibilities:

1. Assist the Executive Manager to produce Boiling Point 68. This will include sourcing and editing articles, liaising between authors and peer reviews, working with the designer and managing the distribution list.
2. Create and implement systems including: a new Boiling Point management processes; a feedback collection and dissemination process; and M&E processes for Boiling Point quality control
3. Advertise Boiling Point call for papers, deadlines and new issues on the HEDON website and social media platforms (using a HEDON step by step guide to our website and social media accounts).
4. Create and send the monthly e-newsletter (using a HEDON step by step guide to MailChimp).

Period: This is a 3 month part-time position beginning 1 October 2015. We will be recruiting a full-time staff member for this role in January 2016 and will consider the Boiling Point Assistant for the position should he/she excel during this three month placement.

Location: You will be required to meet other HEDON staff members and trustees in London an average of twice a week. We are therefore looking for someone who is based in London or the surrounding areas.

Conditions: You will be paid £600 per calendar month for part-time work with us (22.5 hours a week). Your role may require you to be flexible when and where you work though HEDON staff work predominantly from home. You will report directly to the Executive Manager.

Application details: Please send your CV and a Cover Letter (describing how your skills, interests and experiences will enable you to meet the 'Person Specification' and 'Key Responsibilities') to bp@hedon.info. The deadline for applications is 5:00pm Monday 14 September 2015.

Visit: www.hedon.info and follow @HEDONEnergy for HEDON Network/Boiling Point news