POSITION: Associate, International Clean Heat

ABOUT RAP AND AGORA THINKTANKS

Regulatory Assistance Project (RAP)® and Agora Thinktanks are independent, global non-governmental organisations with a mission of advancing policy innovation and thought leadership and convening within the energy community. They are combining and will soon be under a new name. Our vision is to create a clean, reliable, equitable, and cost-effective energy future for all. The organisation focuses most of its activities in the U.S., China, Europe, India, and Southeast Asia.

Our global heat and buildings practice brings together experts across our regions to help governments decarbonise heating and cooling in buildings through efficient electrification, energy efficiency, and well-designed markets, regulation, and consumer protection. Alongside offering regional technical assistance, we co-run the secretariat of the International Clean Heat Forum, providing a platform for governments to learn from one another and accelerate the move away from fossil fuel heating.

For more information on our organisation, including further links to our thought leadership and publications, please visit our websites:https://www.raponline.org/ and https://www.agora-energiewende.org/. For more information on the International Clean Heat Forum, visit globalabc.org/clean-heat-forum

FLSA STATUS

Full-time salaried

REPORTS TO

Global Lead, Heat and Buildings

SUPERVISORY RESPONSIBILITIES

N/A

LOCATION

Flexible. Preference for candidates based in a country where space heating is a major share of energy demand and where RAP/Agora Energiewende has a presence, including the United States, the United Kingdom, Belgium and France. Must be able to work across time zones and occasionally travel internationally, as needed.

JOB SUMMARY

The Associate, Clean Heat, under general supervision, leads the day-to-day running of the International Clean Heat Forum (the Forum), a global network of around 100 national and subnational governments, clean heating industry leaders, and civil society organisations working to accelerate the transition to clean and efficient heating in buildings. Launched at COP26 in Glasgow in 2021, the Forum is a working group (“Hub”) of the Global Alliance for Buildings and Construction (GlobalABC), supported by the Scottish and UK governments, with its secretariat run jointly by RAP (soon to be under a new name as we move into strategic cooperation with Agora Thinktanks) and E3G.

The Associate will coordinate the Forum’s member engagement, events, and knowledge-sharing activities, grow its membership (particularly among national governments outside Europe and industry actors), and contribute to or deliver policy research that helps governments design and implement effective clean heat policy. The role sits within our global expertise directorate and will contribute to RAP’s and Agora´s wider

thought leadership on building decarbonization, which considers heating, cooling, building-level energy technologies and their integration into energy systems.

This position offers a unique opportunity for a policy professional with strong organisational and analytical skills to work directly with policymakers across continents, shape an international network at an early stage of its growth, and help move heating away from fossil fuels while protecting affordability and equity. To excel in this role, a level of independence will be needed, and the candidate should be an enthusiastic self-starter.

ESSENTIAL FUNCTIONS

Network Management & Secretariat Coordination

- Manage the operation of the Forum secretariat, working closely with our external friends and colleagues to plan and deliver the annual work program.
- Plan, organise, and facilitate the Forum's meetings, including agenda development, speaker recruitment, briefing materials, and follow-up.
- Maintain membership records, communication channels, and the Forum's web presence, newsletters, and shared resources.
- Track progress against workplans and contribute to reporting to and to GlobalABC.

Government Engagement & Membership Growth

- Support the organisation of closed-door government-to-government policy exchanges, ensuring discussions are well prepared, candid, and useful to participating officials.
- Identify, approach, and onboard new members, with a focus on expanding the network of national governments outside Europe, including in North America and Asia.
- Build and maintain working relationships with officials in ministries, energy agencies, and regulators, and with industry and civil society members.
- Connect Forum activity to international developments on buildings, including the Intergovernmental Council on Buildings and Climate.

Policy Research & Analysis

- Support the upkeep of the Forum's 'clean heat policy tracker', enabling comparative analysis of heat decarbonization frameworks across jurisdictions.
- Research and synthesise international policy developments in areas such as heat pump deployment, heat networks, building performance and appliance standards, fossil fuel boiler phase-outs, energy pricing and tariffs, and consumer protection.
- Draft briefing notes, case studies, policy briefs, and presentations that translate international experience into practical insights for policymakers in different institutional contexts.

Events & Outreach

- Grow the Forum's presence at international events, including COP, Climate Action Weeks, and other major energy and buildings conferences.
- Prepare speaking notes, event summaries, and communications materials; represent the Forum and RAP/Agora at meetings and events as appropriate.

Project Support & Coordination

- Lead on strategy and work plan development for the Clean Heat Forum.

- Contribute to project planning and coordination across RAP's/Agora´s global heat and buildings work and with RAP's/Agora´s regional teams.

CORE COMPETENCIES

- Relentless drive for impact – A deep commitment to transforming the energy sector, with the persistence and determination to drive meaningful change in complex and evolving environments.
- Excellent organisational and project management skills, with the ability to manage multiple deadlines, partners, and time zones.
- Confidence in building relationships with senior government officials and diverse stakeholders, and in facilitating discussions between them. Ability to resolve/manage conflicts diplomatically.
- Excellent research and communication skills, with strong proficiency in writing for technical and non-technical audiences.
- Demonstrated ability to work effectively in teams and with partner organisations; ability to take initiative and show leadership when appropriate.
- Self-motivation, dedication, and comfort working in a remote, internationally distributed team.

MINIMUM QUALIFICATIONS

- Undergraduate academic degree in economics, engineering, energy/environmental science, public policy, law, or a related field. An equivalent combination of education and professional experience will be considered.
- A minimum of five years' experience in energy policy, buildings policy, or associated regulatory analysis, in government, a non-governmental organisation, a research institution, or industry.
- Fundamental understanding of heat and building decarbonization, preferably including experience or academic coursework in one or more of the following: heat pumps and electrification of heating, heat networks, building energy codes and standards, energy efficiency programs, gas sector transition, or energy affordability. Interest in deepening this knowledge among a field of sectoral experts.
- Experience coordinating networks, multi-stakeholder initiatives, or international events.
- Experience in research, stakeholder engagement, and policy analysis.
- Strong working proficiency in English; proficiency in one or more additional languages, such as Mandarin, French, German, or Spanish, is an advantage.
- Proficiency in Microsoft Office suite, including Word, Excel, PowerPoint, OneDrive and SharePoint; and online meeting tools like Zoom and Teams.

COMPENSATION & BENEFITS

We recognise the hard work and dedication of our staff members and provide best-in-class total rewards, including generous paid time off, a comprehensive health & wellness package, flexible work arrangements, and a competitive salary range aligned with the market.
Salary ranges as follows, depending on experience:

- U.S. - $75,000 - $85,000
- Europe - £45,000 - £55,000 or (€ equivalent)

Final compensation will be determined based on several factors including region and location of candidate, years of relevant experience, depth of subject matter expertise, demonstrated impact, and organisational needs.

PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those necessary to perform the essential functions of this job. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform these functions.

- Must be able to remain in a stationary position most of the time.
- Capable of regular travel by various modes of transport, including international travel.
- Occasional work outside normal hours to accommodate meetings across time zones.

We are committed to providing reasonable adjustments and reasonable accommodations to enable individuals with disabilities to perform the essential functions of the role.
Physical requirements described above are representative and not exhaustive. Individuals who require adjustments to perform essential job functions are encouraged to discuss their needs during the recruitment process.

COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

Our team members are hired and compensated based on job-related qualifications and abilities. We strive to provide a work environment that allows our team members to feel safe and respected. We value the dignity and worth of each individual and do not tolerate any form of employment discrimination, including harassment, and any mistreatment due to race, colour, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.
We provide reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws. If you need to inquire about accommodation or need assistance with completing the application process, please email hr@raponline.org

APPLICATION INSTRUCTIONS

Submit your application to apply@raponline.org with the following documents by **the 16th November 2026.**

- A cover letter of maximum one page explaining your suitability for the position.
- A curriculum vitae of maximum 2 pages
- A brief sample of your writing (without the use of AI tools)