

Centre for Sustainable Energy

Applicant information for the post of Human Resources Co-ordinator

About this role

In this dynamic and people-centric role, you'll be instrumental in maintaining accurate HR records and handling a wide range of HR and recruitment administrative tasks, essential to the smooth operation of CSE's HR function. Working closely with the HR Manager, you'll respond to employee enquiries and ensure that all HR processes align with CSE's policies and core values, fostering a supportive and environmentally focused workplace.

You will maintain secure, compliant HR employee files and lead new starter administration—from right-to-work checks to conducting departmental inductions. Additionally, you will facilitate recruitment processes, manage sickness and absence records, support the probationary and review process, and ensure accurate updates for payroll and benefits administration.

A vital part of your role will be producing and managing HR documentation, including offer letters, contracts, and general HR communications, and updating and maintaining our HR systems. You'll also gather data and insights from exit interviews, manage employee data retention, and provide ongoing support in short- and long-term HR projects, such as the setup of our HRIS.

To excel in this position, you'll need strong MS Office skills, previous experience in HR administration, and an understanding of HR policies and processes. Attention to detail, excellent communication skills, confidentiality, and resilience are essential, as is the ability to self-manage tasks while contributing to a close-knit HR team.

This role is a fantastic fit for someone who enjoys building relationships, is approachable, has a calm and resilient demeanour, and is eager to grow within a sustainable and people-focused HR environment. If you're proactive, focused on continuous development, and ready to contribute to CSE's mission, we'd love to hear from you.

About CSE

The Centre for Sustainable Energy (CSE) is a Bristol-based national charity that supports people and organisations across the UK to tackle the climate emergency and end the suffering caused by cold homes.

For over 40 years, we've supported people to take effective action on energy in their homes. We help communities and local councils to understand energy issues, prioritise their efforts and put their plans into action. Our work supports better local and national energy policies, more effective action to cut

carbon emissions and reduce fuel poverty and influences the energy system transition to make it greener, smarter and fairer. See <https://www.cse.org.uk/>.

To work towards our mission, we depend on our skilled and committed staff (currently circa 140 individuals) who are based primarily in our offices in central Bristol. At any one time we're working on over 100 different and separately funded projects. Our funders and clients include national and local government, energy companies, charitable funders, research bodies and other voluntary sector organisations. See our latest [Impact Report](#) for details about our six work programmes and how we're creating a fairer, greener energy future for everyone.

More about your team

This role is an integral part of our Finance and Operations team, which plays a crucial role in supporting and enhancing CSE's core organisational functions. The team is dedicated to maintaining an efficient, well-organised, and supportive work environment, ensuring the smooth operation of our office and resources. Responsibilities span across multiple key areas, including financial management, human resources, IT infrastructure, and general operations. By fostering a collaborative and solution-oriented approach, the Finance and Operations team contributes to both the day-to-day functionality and the long-term strategic success of CSE, allowing our staff to focus on advancing our mission with confidence and efficiency.

More about you

You are a dedicated HR professional with a strong grasp of HR policies, procedures, and hands-on administration. Ideally, you're advancing your knowledge with a CIPD Level 3 qualification (or equivalent) and are committed to ongoing professional growth in the HR field.

You bring proficiency in MS Office, experience using HR software systems, and a background in managing HR data and correspondence throughout the employee lifecycle. Your excellent verbal and written communication skills make you confident in handling HR inquiries and crafting clear, accurate communications. With keen attention to detail, you ensure precision and confidentiality in every aspect of your work.

Your previous experience has shaped your ability to build strong relationships across the organisation. You are approachable, a good listener, and maintain a calm, resilient demeanour in all situations. Self-motivated and organised, you manage tasks independently, always upholding confidentiality and professionalism.

You align with our commitment to sustainability and enjoy contributing to an HR environment that focuses on people and supports a positive workplace culture. Proactive and eager to develop in your role, you are ready to make a meaningful impact on our mission.

Please refer to job description for specific requirements.

Note: At CSE we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, please get in touch. You may just be the right candidate for this role.

Pay and conditions

The role is full-time (37.5 hours per week). The salary for the role will be on Scale D (£27,121.00 - £32,486.00 per annum) depending on the successful candidate's current levels of knowledge, skill and experience. The starting salary is likely to be at the lower end of the range but will be reviewed following successful completion of the 6-month probationary period. Subsequent movement within the scale will be dependent on annual appraised performance against the defined job description for the post.

NOTE: To enable us to consider candidates at slightly different stages of their careers', the job description and salary scale may, in exceptional circumstances, be reviewed and updated as part of setting up the employment contract. So, if you're interested in the role and you don't quite match the job specifications listed or believe that you might exceed them, please do get in touch. We'd love to hear from you.

Application procedure

Applications should be made on the application form, available at <https://www.cse.org.uk/jobs-volunteering/>. Your application should demonstrate how your skills and experience relate to the person specification. **CVs and supporting letters will *not* be considered as part of the application process.** The front sheet of the application form containing personal information will be removed prior to the details of the form being read by the selection panel.

Applications should be sent by **email** to Job@cse.org.uk or by **post** to: Reception, Centre for Sustainable Energy, St James Court, St James Parade, Bristol BS1 3LH.

The **closing date** for applications is **17:00 on Friday 29 November 2024**. If you have not heard from CSE by **midday Wednesday 4 December 2024**, please assume that your application has been unsuccessful.

Interviews will take place in-person at our offices in Bristol on **Thursday 5 and Friday 6 December 2024**.