



Centre for Sustainable Energy

Applicant information for the post of **Communications Intern**

The Centre for Sustainable Energy (CSE) is seeking to appoint a new Communications Intern. This role will work with our innovative communications team to develop and support content creation and deliver a small number of events to communicate all areas of CSE's work.

The Centre for Sustainable Energy

We're a charity supporting people and organisations across the UK to tackle the climate emergency and end the suffering caused by cold homes. We do this by sharing our knowledge, practical experience and policy recommendations.

For over 45 years, we've supported people to take effective action on energy in their homes. We help communities and local councils to understand energy issues, set priorities, and put plans into action. Our research and analysis work focuses on making the energy system green, smart and fair. Find out more at www.cse.org.uk

Job details, salary and benefits

- This paid internship is for a fixed term of 9 months.
- The salary for the role will be fixed at £23,850 per annum, paid monthly in arrears.
- You will be entitled to 33 days paid holiday (including statutory holidays) pro rata.
- We will pay fees and expenses for attendance on relevant training courses, and any expenses incurred in the course of work will be reimbursed in accordance with CSE's standard staff expenses policy.

The role

It's an exciting time at CSE, with significant investment in our communications, brand and digital platforms, we're increasing our engagement and influence. We've recently launched a new organisational and communications strategy, updated our tone of voice, developed a new website and we're in the process of launching a new brand. You'll be integral to the ongoing transformation of how CSE communicates and presents itself, our impact, and our charitable mission.

With support from the wider communications team, you'll contribute to the day to day running of CSE's communications department. You'll be responsible for producing engaging written and designed content to communicate our work and impact across multiple channels and for a variety of purposes.

You'll create eye-catching graphics, and write engaging articles, blog posts, social posts and newsletters. You'll also help to monitor and analyse our outputs, support our internal communications function and be responsible for delivering a small number of events. You'll be a creative, enthusiastic, and dynamic individual with a passion for creating content and engaging people with climate and social justice.

Being organised and able to manage your time is important as you'll work across multiple projects, both external and internal facing. While no formal work experience is required, demonstrating strong organisation skills, writing ability and creativity is essential. Experience delivering events, writing, and design software (Canva, Adobe Creative Suite) is beneficial.

The position of Communications Intern is a full-time post (37.5 hours per week but other work patterns will be considered for the right candidate). It's based at CSE's offices in central Bristol with some home working options available.

In general, work will be undertaken during standard working hours 9am-5:30pm, although occasional evening and weekend work may be required. CSE operates a system of 'time off in lieu' for additional work undertaken out of hours.

The post-holder will be line managed by the Communications and Publicity Manager.

All CSE staff receive training and are given study time to complete the NEA City & Guilds in Energy Awareness.

There will be a 4-month probationary period and review.

Operations and structure

CSE has five operational teams: Home Energy Services; Research and Analysis; Local & Community Empowerment; Finance & Operations; and Development, Communications & External Affairs. See <https://www.cse.org.uk/staff-and-trustees/>.

Alongside the teams we have organised all our work into six work programmes. Many of our projects involve people from more than one team. By creating the following six work programmes we hope to promote cross team working and collaboration:

- Support for people in fuel poverty and vulnerable circumstances
- Housing energy retrofit
- Local authority support and action for net zero
- Empowering communities
- Future generations

- Fairness in the energy system

You can read more about the work programmes [here](#) in our recently updated organisational strategy.

The Senior Management Team (SMT), which consists of the Chief Executive and the Heads of Team, manage the operational needs of the charity. The Trustees meet quarterly and retain overall responsibility for CSE policies, long-term strategy and finances.

Funders and clients

CSE's annual turnover in 2022-23 was £6.0 m (an increase from £4.3m in 2021-22). We have continued to grow in 2023-24 and anticipate further growth this year. Our last audited and published annual accounts include a more comprehensive list of recent funders (www.cse.org.uk/about-us/accounts)

Job Description and person specification

See separate document

How to apply

Please use our standard application form, available at www.cse.org.uk/vacancies. CVs and supporting letters will *not* be considered as part of the application process.

Your application should demonstrate how your skills and experience relate to the person specification above.

If you are not a UK or EU citizen, please provide evidence of your right to work in the UK on a permanent basis *with your application*.

To maintain impartiality, the personal information on the front sheet of your application form will be removed before it is passed to the selection panel.

The deadline for completed application forms is **11:59pm on Thursday 31 October 2024**.

Interviews are scheduled for **Monday 18 or Tuesday 19 November** at our offices in Bristol.

If invited to interview, you'll be asked to bring evidence of your eligibility to work in the UK.

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