

Information for applicants

Grant Making Manager (Local and Community Empowerment)



About CSE

The Centre for Sustainable Energy (CSE) is a Bristol-based national charity (#298740) founded in 1979 to help people and organisations address the climate emergency and end the misery of cold homes. We do this by giving advice, managing innovative energy projects and undertaking research and policy analysis. Our [website](#) showcases the work we do.

To work towards our mission, we depend on our skilled and committed staff (around 100), who are normally based in our offices in central Bristol. At any one time we're working on between 70 and 90 different and separately funded projects. Our work is guided by [our purpose, methods and values](#).

Our funders and clients include national and local government, energy companies, charitable funders, research bodies and other voluntary sector organisations. See our [Annual Report and Accounts](#) for the full list and for details of our financial position.

About you

We're looking for somebody who has experience of designing and delivering impactful grant-making programmes, understands the Voluntary, Community and Social Enterprise (VCSE) sector and is keen to support community organisations to empower people to change the way they think and act about energy.

We're keen to find someone who is a natural collaborator, and who enjoys working across multiple projects and teams. You'll be incredibly well organised with the capacity to effectively deliver key project tasks, as well as develop guidance and new systems and processes and train and support colleagues.

More information on the knowledge and skills we're looking for is provided in the job description document.

About this role

The purpose of this role is to oversee the design, development and delivery of CSE's grant making to community organisations.

It will play a critical support role in CSE's Local and Community Empowerment (LACE) team, which aims to ensure all communities feel inspired and able to play a meaningful role in catalysing and delivering the transition to a more sustainable and fairer energy system.

We believe effective grant-making is a critical element in building capability and creating meaningful opportunities at a grassroots level.

Examples of our grant making projects include:

- The £1.5 million Bristol City Leap Community Energy Fund which supports and enables community-led energy projects through a combination of grants and loans.
- The SGN Safe & Warm scheme which is creating a network of community organisations that can provide much-needed support for people struggling with the current cost of living crisis.
- Transforming Energy Together (part of a Bristol City Council-led Mission Net Zero project) which is providing grants of up to £100,000 to 3 Bristol community organisations and a tailored programme of support to identify local climate priorities, build strategic support and develop tangible and investable project plans.
- The Thrive Renewables community benefit programme which supports communities to save money, save carbon and keep their community buildings warm.
- The National Grid's Energy Affordability Fund which works with organisations that support people struggling to pay their heating bills and living in a cold home.
- Youth Climate Action Micro-grants (in Partnership with Bristol City Council and Bloomberg philanthropies) for youth-led projects, or those working with young people in Bristol, to deliver critical actions identified as part of the One City environmental strategy.

This will be the first time we will have a role in the team specifically focussed on developing and supporting our grant making activities and it reflects the growing scale and complexity of our grant making activities, as well as our commitment to developing this area and optimising our impact as we move forward.

Pay and conditions

The role is full-time (37.5 hours per week). The starting salary for the role is £34,788 per annum. There will be a six month probationary review at which point your salary may increase to between £35,934-£38,229 per annum depending on your performance. The full salary band for the role ranges from £34,788 to £41,194, allowing the potential for future progression in accordance with our annual appraisal system and salary reviews.

You will be entitled to 25 days paid holiday per year (plus statutory holidays). 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.

CSE offers a flexible working hours arrangement, meaning that core hours of 10am to 4pm daily should be observed, but the working day can otherwise be structured around this. Occasional evening and weekend work will be required.

CSE operates a generous ethical company pension scheme (8% from employer, 6% from employee) which the post-holder can choose to opt out of.

About the Local and Community Empowerment (LACE) team

The team is responsible for developing and delivering a broad range of projects as part of a programme that enables and support communities, young people, and local authorities to envision and achieve their climate and sustainable energy goals in a fair and inclusive way. Our work sets out to build knowledge, understanding and capability to act.

Some of these groups and organisations we work with want to develop renewable energy projects or climate emergency action plans, while others want to make their community's homes and buildings more energy efficient, or tackle fuel poverty in their neighbourhood. Increasingly we're working with local authorities and regional actors to translate their climate emergency declarations into meaningful and effective programmes of action.

Other Teams at CSE

The [Research & Analysis team](#) has expertise in buildings and energy systems data analysis, renewable energy and low carbon technologies, energy demand reduction, consumer energy behaviour, modelling and software engineering, and programme evaluation.

The [Household Energy Services team](#) provides advice and support directly to the members of the public, particularly more vulnerable households. In the 2020-21 financial year the team helped over 15,145 households improve their energy resilience, collectively saving them £3.2m. Our home energy advice website, factsheets and films are used by communities, public authorities and housing associations across the UK (see www.cse.org.uk/advice).

The [Finance & Operations team](#) is responsible for delivering and improving CSE's core organisational support functions, including maintaining our office and work environment, finance, human resources, IT, and all other operations.

The [Development & Communications team](#) is responsible for identifying and winning funding for our work and for promoting and communicating with a wide range of audiences about individual projects and our work as a whole.

As a LACE intern, you will spend most of your time working with LACE but you will also have the opportunity to work with some of the above teams. This is so you can develop your skills and experience in different areas and to give you a well-rounded sense of who we are as an organisation.

Example CSE Local and Community Empowerment projects

[Bright Green Future](#)

Bright Green Future is an environmental leadership programme for 16-19 year olds who want to create a more sustainable future. It is a unique opportunity for young people to learn

about sustainability and environmental decision making. It has been running since 2016 and involves a week-long residential, a local project, and careers webinars.

Bright Green Future particularly aims to address the current underrepresentation of people of colour in the environment sector, helping young people to develop leadership skills, providing opportunities for their future career and building their professional networks.

[Aurora](#)

CSE is supporting the Forest of Dean district council to develop community energy activity and to engage and inspire individual citizens of the community to understand their carbon footprint better and invest in a community solar energy project.

Launched as part of the European 'Green Deal' initiative, [AURORA](#) (Achieving a new European Energy Awareness) promotes a citizen led, bottom-up approach to change. Communities from Denmark, England, Portugal, Slovenia and Spain will reduce the carbon footprint of around 7,000 citizens.

The project involves installing community owned solar on a building in each area and creating the community group needed to own this installation. An innovative app will also be developed to support citizens to track energy use and reduce their own carbon footprint. CSE also supports the international project partners bringing expertise in community energy engagement and understanding alongside tools like the [Impact Community Carbon Calculator](#) which CSE developed.

[SGN Safe & Warm scheme](#)

CSE is working with SGN to help create a network of community organisations who can provide much needed support for people struggling with the current cost of living crisis and energy price cap increases.

This scheme aims to support people in high vulnerability locations who are in need of help to stay safe and warm over the colder winter period. It provides funding and support for local initiatives helping customers with carbon monoxide safety and alleviating fuel poverty. CSE is responsible for providing application support, access to resources and training and administering grants to small organisations.

[West of England LEAD \(Green Open Homes\)](#)

This project sets out to improve retrofit advice for households in hard-to-treat properties across the West of England (WECA) and North Somerset local authority areas. It will target households with low awareness of retrofit, lacking confidence or concerned about costs, disruption or detrimental impact on energy bills or building fabric.

CSE is working with partner organisations Bath and West Community Energy and Bristol Energy Network to deliver the project. It will create a practical and innovative community-led approach to offering face-to-face advice by working with grass roots community organisations and providing training and grants to run [Green Open Homes](#) events. In these events, people visit local properties with installed retrofit measures, providing opportunities to hear directly from the householder about the benefits and installation process.

Application procedure

Applications should be made using the application form available at www.cse.org.uk/jobs-volunteering. Your application should demonstrate how your skills and experience relate to the person specification for this role. **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 jobs@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 **midnight on Thursday 17 October 2024.**

Interviews will take place on 6 and 7 November 2024 at our offices in Bristol. Please let us know if you are unable to attend either of these dates.

Following interviews we intend to notify the successful applicant by **14 November** for a start date as soon as possible.