

## Information for applicants

For the post of Community Retrofit Project Officer, Local & Community Empowerment at the Centre for Sustainable Energy

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### About CSE

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 120), 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 [Strategy](#).

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 this role

We have grown significantly in recent years, and we see further opportunities to increase our impact and influence as a charity in the near future. This is because we are seeing unparalleled demand for our support and services – particularly for community-led retrofit.

We believe there is an important role for community-led retrofit activity in our journey to net zero. Whether it's explaining the options, identifying opportunities, audits or running events, community retrofit makes places better for the people using them while reducing carbon emissions. Retrofit is about planning and making improvements to buildings to improve energy efficiency. It can mean anything from basic repair and maintenance to draught-proofing and insulation, to heat recovery or renewable energy technology.

There's a lot of evidence to suggest that people are interested in retrofitting their homes, but they lack confidence in making the right choices and finding quality contractors to do the work. Community groups and community-based organisations are well-placed to build local confidence in retrofit because they're likely to be trusted by the people in their area and can provide advice without the pressure of a sales pitch.

Community organisations can support and spread awareness of retrofit in many different ways, such as providing advice to local people about draught-proofing or insulating their homes, running events to show off local examples of successful home retrofit, or starting a project to

install a low-carbon heating system in a community building, church or school. Community groups have the power to initiate entire street-level retrofit projects, like establishing bulk buying schemes and identifying opportunities to invest in a community project. Groups could also work with local installers and supply chains and support training opportunities to promote green jobs in their area. And they can instigate improvements to the way that community buildings (and their users) manage their energy use.

CSE already does a lot of work in this area and has a growing team of expert retrofit professionals. But outside the formal retrofit sphere of accredited assessors, installers or coordinators, people embedded in their local communities have an important role to play.

Our retrofit tools, resources and case studies help with local conversations and connecting people; flagging key considerations and highlighting funding; setting up local projects and finding the right information.

With guidance and support from the Community Retrofit Project Manager, we expect this role to bring a strong technical knowledge, skills and abilities and contribute towards:

- Delivering training to local and community stakeholders on topics such as carbon literacy, retrofit, renewables and energy efficiency.
- Developing and strengthening tools, guidance and other materials for community organisations that help to increase their ability to deliver beneficial local retrofit initiatives.
- Undertaking basic retrofit assessments of domestic and non-domestic buildings and providing useful guidance and recommendations on potential improvements.
- Supporting community organisations to design and deliver capital investment projects, develop funding bids, business cases and project delivery plans.
- Supporting community organisations to plan and deliver wider community engagement processes that help to foster leadership, consent and action.
- Facilitating learning, networking, and sharing between local and community organisations, staff and volunteers.
- Supporting CSE's fundraising activities and the development of new models and approaches for the provision of retrofit activities and services at the local and community scale.
- Providing administrative support for timely delivery of project activities, accurate record keeping and robust reporting.
- Championing to key stakeholders (such as local authorities and funders) the importance of community engagement and the roles which local and community organisations can play in catalysing and enabling the decarbonisation of local homes and community buildings.
- Fostering collaboration and deepening relationships with partner and other organisations who are active and interested in supporting similar approaches to CSE.

## About the Local & Community Empowerment team

The team is responsible for developing and delivering a broad range of projects that enable 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 is dedicated to building knowledge, understanding and capability to act.

Some of these groups want to develop renewable energy projects or climate emergency action plans, others want to make their village hall or other community buildings more energy efficient, or tackle fuel poverty in their neighbourhood.

This new role will build on the work the team is already doing. For example, grant and support programmes funded by the Department for Culture Media and Sport and Thrive Renewables to improve the energy efficiency of community buildings; providing long-term support and advice to local organisations as a support partner to Big Local; researching the current state of the sector, challenges and opportunities, and support required for more social and charitable organisation to be able to deliver retrofit services; and delivering training and up-skilling services to a range of stakeholders including (social investors and government) on the intricacies of retrofit activities.

There is also an opportunity, in the near future, for this role to play a significant part in developing and delivering our community carbon baselining, auditing, and action planning support and services.

## Other Teams at CSE

In addition to LACE, we have two other programme-focussed teams at CSE – Research & Analysis and Household Energy Services – and two cross-organisational support teams – Finance & Operations and Development & Communications.

The Research & Analysis team has particular 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 2019-20 financial year the team helped over 10,000 households improve their energy resilience, collectively saving them £1.85m. The team surpassed those figures for the 2020-21 financial year by December 2020. Our home energy advice website, factsheets and films are used by communities, public authorities and housing associations across the UK.

This team also leads work engaging directly with householders through the Futureproof programme.

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 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.

## **Person specification**

See job description for more information about this role and the person we are looking for. If you have any questions or would like to find out more about the role please contact [jobs@cse.org.uk](mailto:jobs@cse.org.uk).

## Pay and conditions

The role is full-time (37.5 hours per week). The salary for the role will be between (£29,864 - £35,770 per annum depending on the current levels of knowledge, skills and experience. You will be entitled to 25 days paid holiday (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.

Note that CSE does offer 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. Some occasional evening and weekend work may be required. The role is expected to be primarily based in Bristol at CSE's offices.

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

## Application procedure

Applications should be made on the application form, available at [www.cse.org.uk/vacancies](http://www.cse.org.uk/vacancies). Your application should demonstrate how your skills and experience relate to the person specification (above). 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 [reception@cse.org.uk](mailto:reception@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 12.00 midnight on Sunday 21 July 2024. If you have not heard from CSE by 25th January, please assume that your application has been unsuccessful.

Interviews will take place on Wednesday 31 July and Friday 2 August 2024 at our offices in Bristol.