



Centre for Sustainable Energy

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

The Centre for Sustainable Energy is seeking to appoint a Development Intern to support the teams project development and fundraising activities. The role offers potential for the right candidate to benefit from learning opportunities offered as part of the internship, these include formal and informal training around energy awareness and key fundraising skills, as well as opportunities to shadow senior colleagues on funding bids or project delivery.

1) What we do

CSE is an independent national charity, established in 1979 to tackle climate change and end the misery of cold homes. Our vision is a world where sustainability is second nature, carbon emissions have been cut to safe levels and fuel poverty has been replaced by energy justice.

We undertake practical work to support households, organisations and communities to take action on energy, alongside original research and analysis to inform local and national policy.

CSE is one of the UK's leading sustainable energy organisations. If you haven't done so already, visit our website at www.cse.org.uk

To work towards our mission, we depend on our skilled and committed staff (currently 120 FTE), based from our offices in central Bristol. At any one time we are working on upwards of 100 different and separately funded projects, ranging from nationally significant programmes, to smaller local initiatives.

The following examples illustrate the range of our work:

- [Smart & Fair?](#) Programme.
- [HOME flex](#) investigating domestic energy consumers' needs and concerns about assurance and protection in flexibility markets.
- [Guidelight](#): Investigating low-carbon solutions for low-income homes.
- [Bristol net zero](#) providing an evidence base for the Bristol One City Climate Strategy.
- Our [advice service](#) for householders.
- [Bright Green Future](#) our youth leadership scheme.
- [Futureproof](#) home energy retrofit programme.
- [Impact](#) Community Carbon Calculator.
- [Bristol mission net zero](#) working with communities to speed up Bristol and the West of England's transition to net zero.
- [Solar Wizard](#) is a household and community solar PV assessment calculator to support more people and communities to get solar power.

2) Funders and clients

CSE's annual turnover in 2022-23 was £6.0 m (an increase from £4.3m in 2021-22). Our funders and clients include national government (DESNZ, Welsh Government, Scottish Government), the energy regulator (Ofgem), the Committee on Fuel Poverty, regional and local government (e.g. the GLA, WECA, Bristol City Council, Wiltshire Council, Dorset Council, Somerset authorities), other agencies (e.g. Citizens Advice), the National Lottery and other charitable funders (e.g. Aurora Trust, the Joseph Rowntree Charitable Trust), energy suppliers and Distribution Network Operators (e.g. Ovo Energy, National Grid Electricity Distribution and Scottish & Southern Energy Networks) and various research programmes (including the EU Horizon programme and research councils).

Our last audited and published annual accounts include a more comprehensive list of recent funders (www.cse.org.uk/about-us/accounts)

3) The development team

CSE's development and fundraising function is critical to maintaining a secure forward work programme for the organisation, sustaining profitability and achieving our mission to advance sustainable energy policy and practice.

We are both proactive and reactive in our fundraising and new project development work. We maintain a constant overview of available funding opportunities, working with project staff to develop appropriate ideas that fit with CSE's strategic objectives and funders' criteria, drafting proposals and preparing budgets. We respond to competitive invitations to quote and help project delivery staff to report on their work to existing funders. A proportion of our time is spent managing funder relationships and networking.

We keep detailed records of all the development work and funding bids submitted, and set quarterly targets for both the value of new work we bid for and the level of success we achieve. The team's activities and collective performance are monitored by the Director of Development and External Affairs and reported to the Senior Leadership Team and trustees.

Our aim is to make the development process inclusive across the staff team, without over-burdening project delivery staff. Decisions on new funding opportunities are made collaboratively and development staff work flexibly with project staff to turn ideas and concepts into impactful and deliverable projects.

4) 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 of 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. 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.

5) Job details, salary and benefits

We are looking for a full time commitment of 37.5 hours per week but will consider a minimum of 30 hours. It is based at CSE's offices in Bristol. We support hybrid working but we'd expect the candidate to come into the office daily for the first three months and a minimum of three days per week thereafter.

The salary for the Development Intern post will be £23,850.

In general, work will be undertaken during standard working hours 9am-5pm, although occasional evening and weekend work may be required if attending events or delivering proposals to tight deadlines. CSE operates a system of 'time off in lieu' for additional work undertaken out of hours.

All CSE staff receive training and are given study time to complete the NEA City & Guilds 6176 in Energy Awareness. 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 operates a generous ethical company pension scheme (8% from employer, 6% from employee) which the post-holder will be automatically enrolled to in line with current legislation.

6) Job Description and person specification

See separate document

7) 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 **Midday at 12 on Monday 21 October 2024**.

Interviews are scheduled for **Wednesday 30 October and Friday 1 November 2024** 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 by email to Jobs@cse.org.uk or by post to Centre for Sustainable Energy, St James Court, St James Parade, Bristol BS1 3LH