



# Centre for Sustainable Energy

## Applicant information for the post of **Senior Development Manager**

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The Centre for Sustainable Energy is seeking to appoint a new **Senior Development Manager** to support our current growth and help us to maintain a healthy forward work programme across all areas of CSE's work. We are looking for a full-time commitment of 37.5 hours per week but will consider a minimum of 30 hours. The post-holder will be expected to develop new projects, identify, and generate funding and build and nurture strong partner, client, and funder relationships.

### 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is a world where sustainability is second nature, carbon emissions have been cut to safe levels and fuel poverty has been replaced by energy justice.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](#).

To work towards our mission, we depend on our skilled and committed staff based at 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) 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.

## 3) Funders and clients

CSE's annual turnover in 2022-23 was £6.0m (an increase from £4.3m in 2021-22). We have continued to grow in 2023-24 and anticipate further growth this year – all of which underpins the case for expanding our current development team with this new post. 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.

## 4) The development function

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.

The Head of Development is responsible for:

- Setting the funding strategy and overseeing the forward development plan.
- Reporting to the SLT and trustees on development activity (including monitoring quarterly targets for bids submitted and work won).
- Agreeing development priorities and ensuring sufficient resources are allocated.
- Overseeing and ensuring quality assurance of tenders, proposals and quotes submitted.
- Developing funder and client relationships.
- Coordinating and chairing weekly development meetings and more strategic development planning sessions.

Senior Development Managers support this function taking responsibility for:

- Tracking and identifying appropriate funding opportunities.
- Working with project staff to develop new projects and submit funding proposals.
- Undertaking bid writing and funder liaison.
- Coordinating and increasing our income from charitable sources.

Work Programme Leads typically have 20-30% of their time allocated to development over the course of a year), holding responsibility for:

- Facilitating quarterly strategic development meetings that help set the priorities for the work in their programme areas.
- Identifying projects and activities (existing and new) which require funding support.
- Involving their team in the development of new ideas.
- Making input to funding bids (in some specific cases leading bid development).
- Undertaking networking and client relationship development for their work area.

Senior Project Managers and Project Managers also typically spent 20-30% of their time doing development work including:

- Inputting ideas and methodologies into funding proposals.
- Assisting in costing work.
- Undertaking some bid writing relevant to their work areas and specialisms.

Work programme leads and Senior Project Managers also undertake external representation and networking which help us identify and pursue new project and funding opportunities.

Our aim is to make the development process inclusive across the staff team, without over-burdening project delivery staff.

- A weekly development meeting is used to discuss and make quick decisions on new funding opportunities.

- All staff are encouraged to raise new ideas or opportunities with the development team directly or through their teams or line managers.
- A brief development update is provided each week at the staff meeting.
- Where practicable, staff specifically named in a funding proposal are given the chance to input ideas and comments to project proposals.

## 5) Job details

The position of Senior Development Manager (SDM) is a permanent post. We are recruiting for a full-time post 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 expect a minimum of two to three days in the office per week.

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.

The post-holder will be line managed by the Head of Development.

The salary for the Senior Development Manager post will be on Scale H (£41,802 to £50,071).

We'd anticipate the starting salary being at the lower end of the range, with precise level depending on skills, relevant experience and qualifications. A suitably qualified and experienced applicant should expect to find themselves towards the middle of the range following successful completion of their 6-month probationary period. Subsequent movement is dependent on annual appraised performance against the defined role profile for the post.

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.

CSE offers a wide range of staff benefits, including:

- 25 days annual leave, plus public holidays. Holiday entitlement increases to 27 days after 10 years continuous service.
- Company time off in lieu (TOIL)
- Life assurance
- Health Support and an employee assistance programme
- Cycle to work and tech purchase schemes
- Free weekly yoga classes
- Other perks including discounts on critical illness cover, gyms, restaurants etc

## 6) Job Description and person specification

See separate document.

## 7) How to apply

Please use our standard application form, available on [our website](#). 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.

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 **17:00, Monday 3 June 2024**. We will review applications as they are submitted, and we may ask you to interview prior to the dates advertised. If you are shortlisted for interview, we will let you know by **17.00, Thursday 5 June**.

Interviews are scheduled for **Tuesday 11 and Wednesday 12 June at our offices in Bristol** 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 by email to [jobs@cse.org.uk](mailto:jobs@cse.org.uk) or by post to Centre for Sustainable Energy, St James Court, St James Parade, Bristol BS1 3LH.