

Information for applicants

Senior Fundraising Manager (Development & External Affairs)

The Centre for Sustainable Energy (CSE) is a Bristol-based national charity that supports people and organisations across the UK to tackle the climate emergency, and end the suffering caused by 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is a world where sustainability is second nature, carbon emissions have been cut to safe levels and fuel poverty has been replaced by energy justice.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.

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.

As the Senior Fundraising Manager, you will support activity to fundraise for areas of our work which are strategically important and may benefit from funding with fewer constraints. The following examples illustrate the types of our work we've successfully fundraised for in the last three years:

- Smart & Fair? Programme.
- Our advice service for householders.
- Bright Green Future our youth leadership scheme.
- Impact Community Carbon Calculator.
- Forest of Dean Community Climate Action
- Green Influencers
- Future Energy Landscapes
- Aurora Trust Retrofit Policy Advocacy (we are funded to support our Policy Officer's time)

About this role

The Centre for Sustainable Energy is seeking to appoint a new Senior Fundraising Manager to work with our Head of Development to help set and deliver our fundraising ambitions. This involves raising funding from trusts and foundations, lottery, individual giving, corporate sponsors as well as proposals to statutory sources and the energy industry.

We are looking for someone who's dynamic with a passion for fundraising who can help us identify funding opportunities, strengthen funder relationships, and produce proposals which will help sustain the forward work programmes of all our CSE delivery teams.

The post-holder will be expected to work with others to develop new projects, identify and generate funding, build and nurture strong partner, client and funder relationships. They will provide line management support to our Fundraising Officer who supports our fundraising work and individual giving campaigns.

Operations and Structure

CSE has five operational teams: Household 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:

- 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

As a senior member of the development team, you would be given lead responsibility for one of our work programmes. For example, you may lead the development input to our Community Action on Energy work programme (you can read more about our work in this area on our website).

The Senior Leadership Team (SLT), which consists of the Chief Executive and the Directors 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 2023-24 was £8.5m (an increase from £6m in 2022-23). We continued to grow in 2024-25 and expect our annual turnover to reach £10m. Whilst the majority of our funding comes from tenders and proposals to key funders, we need to continue to grow our funding from individuals, trusts, foundations and corporate partners. By growing this aspect of our funding portfolio, we hope to secure funding for projects that we've shaped ourselves, to help further our mission and impact.

Our funders and clients include national government (Department for Energy Security and Net Zero, 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, Esmée Fairbairn Foundation), energy suppliers and networks (e.g. Ovo Energy, SGN, National Grid Electricity Distribution and Scottish & Southern Energy Networks) and various research programmes (including the EU Horizon programme and research councils).

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:

- Working with Directors and our work programme leads to set 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 Fundraising and Development Managers (including this post) support this function taking responsibility for:

- Acting as a development lead for one of our work programmes.
- 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 and senior project managers typically spend approximately 20% of their time on activity that supports fundraising and the development of new projects. They 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.

Job details

The position of Senior Fundraising Manager is a **permanent, full-time post of 37.5 hours per week**, but we will consider a minimum of 30 hours.

The role 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 Director of Development and External Affairs.

The salary for the Senior Fundraising Manager post will be on **Scale H (£43,349 to £51,924)**.

Starting salary will be 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 offers a wide range of staff benefits, including:

Pension: Ethical company pension scheme - 8% employer / 6% employee contributions which the post-holder will be automatically enrolled to in line with current legislation.

Holiday: 25 days annual leave plus bank holidays.

Flexibility: TOIL (time off in lieu) for out-of-hours work, and flexibility to support work-life balance (role dependent).

A commitment to supporting your **career progression** and **continued development**.

A range of **staff-led groups**, including our Employee Voice and EDI working group.

Financial support & lifestyle benefits:

- Tech Scheme
- Cycle to Work Scheme (promoting sustainable commuting)

Wellbeing:

- Health Cash Plan
- Life Assurance

- Enhanced sick pay
- Access to retail discounts and discounted breakdown cover
- Employee support programme - Staff activities like yoga at lunch and a book club

A values-led workplace:

- Friendly, collaborative team culture
- Purpose-driven work that supports people and the planet
- We are a Living Wage Employer and a Disability Confident Employer

How to apply

Please use our application form, available at <https://www.cse.org.uk/jobs-volunteering/>. 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 invited to interview, you will be asked to provide evidence of your **right to work in the UK on a permanent basis**.

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 closing date for applications is **09:00 on Wednesday 20 August 2025**.

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