

Information for applicants

Community Engagement Coordinator

Starting salary: £25,600. Closing date: 12pm on Monday 11 August 2025

What is CSE about?

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.

For over 40 years, we've supported people to take effective action on energy in their homes. We help communities and local councils to understand energy issues, prioritise their efforts and put their plans into action. Our work supports better local and national energy policies, more effective action to cut carbon emissions and reduce fuel poverty and influences the energy system transition to make it greener, smarter and fairer. See www.cse.org.uk.

To work towards our mission, we depend on our skilled and committed staff (currently circa 120 individuals) who are based primarily in our offices in central Bristol. At any one time we're working on over 100 different and separately funded projects. Our funders and clients include national and local government, energy companies, charitable funders, research bodies and other voluntary sector organisations. See our latest [Impact Report](#) for details about our six work programmes and how we're creating a fairer, greener energy future for everyone.

What will the job look like?

We are looking for someone to provide key administrative support for our local and community energy projects. The post holder will help to build relationships and ensure robust administration, focussing primarily on our grant schemes and capacity building work with community organisations. Key areas of focus for the role are:

1. **Grant scheme delivery:** We administer several grant schemes on behalf of funders, providing grants for community organisations to give energy advice; develop community energy initiatives; carry out youth work in the sustainability sector; and improve energy efficiency in community buildings. The post holder will play an essential role in keeping our records up to date, communicating with grant recipients, collecting and collating data for reporting, scheduling calls and meetings, and keeping delivery on track.

2. **Event support:** A number of our projects include delivery (or facilitation) of events, training, webinars, and focus groups. These can be face to face, online and hybrid. We expect the post holder to support activities both in the planning stages (e.g. session plans, logistics, participant invitations, tracking sign ups, collating slide decks) and in delivering them (e.g. registering attendees, co-hosting online, note taking, collecting feedback).
3. **Team administration:** Across the LACE team there are also other activities and projects where a level of administrative support is needed. We anticipate the post holder will have opportunities to engage with these to a greater or lesser extent depending on need. They could include - for example – helping to book in community building audits, find venues and help with promotion of our Future Energy Landscape community workshops, proofing reports and publications, or taking notes from internal meetings.

Examples of the specific projects and activities you could be working on include:

- Acting as the main point of contact for a caseload of grant recipients on our fuel poverty [grant schemes](#)
- Supporting delivery of webinars and events such as [climate messaging](#) and [Future Energy Landscapes](#) workshops
- Updating CSE's grants scheme data and out [funding spreadsheet](#)
- Setting up decisions panels for [Bristol City Leap Community Energy Fund](#)

More about you

The ideal candidate for the role will be a quick learner who can combine excellent administrative abilities with strong interpersonal skills and an enthusiasm to support the development and delivery of a range of projects within CSE's Local and Community Empowerment programme.

They will:

- Be efficient and effective, with strong administrative experience.
- Be able to manage multiple tasks with overlapping deadlines across a number of different projects and activities.
- Have excellent written and verbal communication skills, with the ability to apply these appropriately to a wide range of people and to build trust with partner organisations and community groups.
- Have a positive 'can do' approach and flexible attitude to work, which includes being curious, creative, open-minded and solutions orientated.

Please refer to the job description for more information about the role, and the knowledge, skills and experience we're looking for.

Note: we understand that people living with disabilities, women and people of colour are less likely to apply to jobs unless they meet every single qualification. At CSE we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, please get in touch - you may just be the right candidate for this role. For an informal conversation to chat more about the role, email jobs@cse.org.uk.

The Local and Community Empowerment team

This role sits within our Local & Community Empowerment team (LACE). The team is responsible for developing and delivering a broad range of projects that enable and support communities, civil society, and local authorities to envision and deliver their climate and sustainable energy goals in a fair and inclusive way.

Our work is dedicated to building knowledge, understanding and capability to act. Our areas of expertise include youth empowerment, local planning policy, local area energy planning and facilitating and supporting inclusivity, community energy activities and local and community-based action and innovation.

The role may also interact from time to time with other CSE teams, including the Household Energy Services Team (HES) and the Research and Analysis Team (R&A). The HES team gives advice and support on home energy and retrofit to householders, runs a freephone advice line and manages a number of schemes funding and installing home energy improvements. The R&A 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.

You can read more about what it's like to work at CSE and specifically within the Local and Community Empowerment team [here](#).

Salary and other details

The role is full-time (**37.5 hours per week**). The salary for the role will be on Band C, with a starting salary of **£25,600 per annum**. There will be a salary review after successful completion of a 6-month probationary period which will rise to **£26,739**, in line with our remuneration policy. Subsequent movement within the scale will be dependent on annual appraised performance against grade requirements and the job description for the post.

CSE recognises the importance of assisting colleagues balance their work and wider life by offering flexible working arrangements. We have a flexible working policy, a Time Off in Lieu system, and operate a system of hybrid working (allowing a level of home working provided it is feasible for you to work from home and home working is compatible with the needs of your role). We anticipate this role will be predominantly office based, with scope for home working on 1-2 days per week after an initial three month settling in period.

Application procedure

Applications should be made on the application form, available at www.cse.org.uk/jobs-volunteering. Your application should demonstrate how your knowledge, skills and experience relate to the person specification. **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 12pm midday on 11 August 2025. If you have not heard from CSE by 29 August, please assume that your application has been unsuccessful.

Interviews will take place in-person at our offices in Bristol on **Wednesday 10 and Thursday 11 September 2025.**