

Information for applicants

Project Manager (Local and Community Empowerment)

Starting salary: £36,075

Closing date: 22nd September 2025

The Centre for Sustainable Energy (CSE) is seeking a confident and adaptable Project Manager (Maternity Cover) with the experience and initiative to lead and deliver a varied portfolio of community-based energy and climate projects. This role will likely initially focus on coordinating our work on the Energy Learning Network and supporting the networking of local community organisations that provide vital energy advice. However, the portfolio may evolve over time, so we're looking for someone who thrives in a dynamic environment and can confidently manage shifting priorities. From tackling fuel poverty to shaping local energy futures, this is a rewarding opportunity to contribute to impactful, collaborative projects that support communities across the UK in taking meaningful action on energy and climate issues.

About CSE

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 45 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 research and analysis 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. Our website, at www.cse.org.uk, showcases the work we do.

To work towards our mission, we depend on our skilled and committed staff (currently c 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.

Examples of our local and community empowerment work

Energy Learning Network

The Energy Learning Network is a UK-wide collaboration supporting learning and connection between communities acting on energy and the organisations that support them. It aims to strengthen the community energy sector, increase its diversity, and build bridges across regions and networks. CSE plays a central role in this work, leading on outreach and engagement through:

- Widening participation – running workshops and offering tailored support for grassroots groups, particularly those facing barriers to involvement in community energy.
- Broadening the sector – delivering public webinars to inspire new audiences to take local action on energy and to build understanding of community-led approaches.
- Engaging councils – hosting sessions for parish, town and community councils to promote the value of community energy and encourage partnership working.

You will coordinate the delivery of these activities, working closely with delivery partners, community organisations and funders to ensure the network is inclusive, practical, and impactful.

SGN Safe and Warm Communities Scheme

You will also contribute to CSE's support for community organisations delivering energy advice through schemes like the **SGN Safe and Warm Scheme**, which funds local partners to provide advice and support to people in vulnerable circumstances. CSE's role involves training, mentoring, troubleshooting, and ensuring advice quality across a network of delivery partners and we're looking to build a strong network of grassroots community partners.

Broader community energy and climate projects

Beyond these two flagship projects, your role may also involve supporting the design and delivery of other community-based initiatives, such as:

- [Community Energy Go](#) – a new project co-developed by CSE in partnership with Ashden and Community Energy England to help people explore and act on opportunities for local, community-led energy projects.
- [Future Energy Landscapes](#) – a pioneering approach to community engagement on local renewable energy planning, enabling communities to visualise and shape energy generation in their area.
- [Community Climate Action](#) – an ambitious programme led by the Bristol Climate & Nature Partnership that supports communities to lead on climate action planning and delivery, with CSE providing technical input and support.

These projects reflect the wide range of CSE's work with communities – from energy advice and education to influencing local policy and infrastructure. There are more examples of our work on our website: www.cse.org.uk/my-community/community-projects/.

About the role

Please see the job description and person specification for more detail. Key responsibilities will include:

- Manage relationships with community partners, local authorities, funders and other stakeholders.
- Facilitate training, workshops, and webinars to support learning and engagement.
- Support the delivery of wider community energy and climate projects, as needed.
- Monitor project progress, manage risks and budgets, and report on outcomes and impact.
- Contribute to evaluation, knowledge-sharing and project development.

More about you

We're looking for someone who:

- Has proven experience managing multi-partner or community-based projects.
- Understands the value of community-led approaches to energy and climate action.
- Is an excellent communicator, confident working with a wide range of stakeholders.
- Has experience facilitating inclusive engagement, learning or training activities.
- Is organised, proactive, and able to balance multiple priorities effectively.
- Shares our commitment to tackling inequality and promoting environmental justice.

Ideally you will also have:

- Experience working in or alongside community organisations or local government.
- Understanding of the community energy, fuel poverty or climate action landscape in the UK.
- Knowledge of project learning, evaluation or monitoring frameworks.

Pay and conditions

This is a 1-year fixed term post to cover maternity leave. It is a full-time position (37.5 hours per week) and will be based at CSE's offices in Bristol. We have a hybrid working policy, but you should expect to **work from the office at least 2-3 days per week.** In general, work will be undertaken during standard working hours 9am-5pm, although we offer reasonable levels of flexibility in working hours to accommodate demands outside work. CSE operates a system of 'time off in lieu' for additional work undertaken out of hours.

The post-holder will report to the Net Zero Local Energy Engagement Lead and will not initially have line management responsibilities, but this might be required at a later point in time.

The salary for the post will be at the start of Scale F (£36,075). A suitably qualified and experienced applicant should expect to find themselves towards the middle of the range **(£39,643) following successful completion of their 6-month probationary period.** Subsequent movement is dependent on annual appraised performance against the defined job description 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 also offers a range of wider staff benefits including a medical cashback scheme and baseline level of life insurance (both paid by the employer), salary sacrifice childcare vouchers, subsidised bike and tech purchase arrangements available once the probationary period is completed.

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. You will be entitled to 25 days paid holiday (plus statutory holidays).

Application procedure

Please apply using the form at www.cse.org.uk/jobs. Your application form should demonstrate how your skills and experience relate to the person specification (above). The front sheet of the form containing personal information is not seen by the selection panel.

Completed applications, whether posted or emailed, should arrive **by midday on 22nd September 2025.**

Interviews will take place on **6th October 2025** at our offices in Bristol.

If you have not heard from us with an invite to interview by the end of the day on 3rd October please assume that your application has been unsuccessful.

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