

Information for applicants

Senior HR Advisor

Salary: (Grade F) £36,075 – £43,211.

Closing date: 10:00 on Monday 17 November 2025.

Would you like to play a key role in making CSE a great place to work, enabling our people to deliver on our mission to end fuel poverty and tackle the climate emergency?

We are looking for a proactive and values-driven Senior HR Advisor to join our HR team. This is a newly created role, giving you the opportunity to shape how HR supports around 150 staff and 60 line managers during an exciting period of organisational growth and change.

As Senior HR Advisor, you will act as a trusted partner, providing clear and confident advice, coaching line managers, and supporting initiatives that strengthen engagement, wellbeing and inclusion. Alongside day-to-day HR support, you will take the lead on projects that improve systems, processes and the overall employee experience, working closely with the Senior HR Manager and Senior HR Officer.

If you are someone who enjoys problem solving, improving ways of working, and helping people thrive, this role offers the chance to apply your HR expertise in a mission-led organisation, making a genuine difference to both our people and our purpose.

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 150 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.

Our work

Projects like Warmer Homes Advice and Money showcase how our advice and collaboration can help those most in need. CSE has kick-started delivering advice through Smart Energy Action Plans project to facilitate the transition to a net-zero energy system and continued our vital work in addressing fuel poverty, aligning with the government's focus on a net-zero future. Overall, CSE's work remains crucial in the face of these challenges. More information about the team can be found here www.cse.org.uk/my-community/community-projects/.

More about you

You will be motivated by the opportunity to use your HR expertise to make CSE a great place to work, supporting our mission to tackle fuel poverty and the climate emergency. You will be confident in building relationships at all levels, supporting line managers with day-to-day people matters, and contributing to an inclusive, values-led workplace culture.

You will bring solid HR knowledge, ideally CIPD Level 5 qualified (or equivalent), with experience in advising managers, applying employment law, and handling a broad range of HR processes. You will be comfortable balancing day-to-day delivery with contributing to projects that improve systems, processes and the overall employee experience, working collaboratively with the Senior HR Manager and HR Officer.

You will also be confident with digital systems and keen to roll up your sleeves to make new tools work effectively. With platforms such as our HRIS (Employment Hero), Monday.com ticketing and SharePoint HR intranet still being embedded, you will be proactive in working things out, troubleshooting, and shaping how these systems are used. You'll enjoy finding practical solutions, testing improvements and helping others get the most from new tools.

You will be collaborative, approachable and solutions-focused, with strong judgement, attention to detail and a problem-solving mindset. You will enjoy improving ways of working, supporting line managers to feel more confident and capable, and helping CSE continue to evolve as an employer of choice.

Above all, you will share our values, champion inclusion and fairness, and be committed to enabling staff to thrive in their roles.

Pay and conditions

This is a **permanent full-time role (37.5 hours)** however we are open to applications for working a

minimum of 30 hours per week. It is based at CSE's offices in Bristol and although we are open to some hybrid home working, a regular (at least 3 days per week) presence in the office will be required to oversee the day-to-day work of the team and the organisation. In general, work will be undertaken during standard working hours 9am-5pm (7.5-hour day), 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 Senior HR Manager.

The salary for the post will start on **Scale F (£36,075 – £43,211)**. Starting salary will be dependent 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 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), 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 <https://www.cse.org.uk/jobs-volunteering/>. Your application form should demonstrate how your skills and experience relate to the person specification on the job description. The front sheet of the form containing personal information is not seen by the selection panel. To apply for the role, please provide a completed CSE application form.

The closing date for applications is **10:00 on Monday 17 November 2025**.

Interviews will take place on **Monday 24 November 2025** (online) and **Monday 1 December 2025** (at our office in Bristol).

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.

If shortlisted for interview, we will ask you to provide evidence demonstrating your eligibility for employment in the UK.