

Information for applicants

HR Officer

Salary: (Salary Band D) £28,124 - £33,688

Closing date: 10:00 25 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, organised and values-driven HR Officer to join our busy HR team. This is a hands-on role at the heart of our operations, supporting around 150 staff and 60 line managers across the employee lifecycle. As HR Officer, you will deliver clear, consistent and people-focused HR support, from recruitment and onboarding to contract changes, benefits administration, payroll coordination and leaver processes. You will help ensure HR processes run smoothly and accurately, maintaining data across HR systems and supporting staff to use them effectively.

You will also have the opportunity to contribute to improving how HR supports staff across the organisation, helping to strengthen structure, enhance systems and create a smooth and positive employee experience. You will join a small, collaborative HR team during an exciting phase of development, where everyone in the team plays a role in shaping how HR adds value across CSE.

If you are someone who enjoys getting the detail right, solving problems and improving the way things work, and want to grow your HR career in a purpose-led, supportive charity, this role offers the chance to make a meaningful difference to both our people and our mission.

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 deliver practical, people-focused HR support that helps colleagues across CSE do their best work. You care about getting things right, keeping processes organised and helping to strengthen how HR supports our mission to tackle fuel poverty and the climate emergency.

You bring experience in HR or people-focused support, with a good understanding of HR processes and a basic knowledge of UK employment law — and you are keen to keep learning. You take ownership of routine HR processes, ensuring information and documentation are well managed and completed on time. You are confident managing day-to-day HR queries, preparing contracts and letters, and supporting staff and managers to navigate people processes effectively.

You are also confident using digital systems and keen to make tools work effectively for people. With platforms such as our HRIS (Cezanne), Tenrox and Monday.com continuing to evolve, you will play an active role in maintaining accurate data, troubleshooting issues and suggesting improvements that make HR systems and processes work better.

You are collaborative, organised and solutions-focused, with strong attention to detail and a calm, professional approach. You enjoy helping others, solving problems and finding practical ways to make HR easy to understand and work well in practice.

Above all, you share our values, champion inclusion and fairness, and are passionate about supporting CSE's mission and the people who make it happen.

Pay and conditions

This is a **permanent full-time role (37.5 hours)**. 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. In general, work will be undertaken during standard working hours 9am-5.30pm, 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 D (£28,124 - £33,688)**. 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 (you can find this in the JD). 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.

Completed applications, whether posted or emailed, should arrive no later than **10:00 on Tuesday 25 November 2025**.

Interviews will take place on **Tuesday 2 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.