

Information for applicants

Community Engagement Administrator (Local and Community Empowerment)

Salary: £26,450 per year (Band B)

Closing date: 17:00 on Friday 1 May 2026.

About this role

We are looking for someone to provide key administrative and practical support for a range of projects. The post holder will have excellent administration and interpersonal skills, helping to ensure our projects run smoothly by carrying out tasks effectively and on time, using their own initiative to problem solve and seeking clarity where needed. They will build good working relationships within Centre for Sustainable Energy (CSE) and with external stakeholders. Key areas of focus for the role are:

- 1. Team administration:** Across the Local and Community Empowerment (LACE) team a range of activities need administrative support. Activities vary, and could include: helping to book in community building audits; finding venues for renewable energy workshops; tracking attendance lists for youth engagement activities; proofing reports and publications; preparing event handouts; arranging and promoting online training sessions and webinars; taking notes from internal meetings; collecting monitoring and evaluation data for CSE wide impact reports; responding to emails from community organisations seeking funding or advice.
- 2. Project and grant scheme support:** We deliver different types of projects, including grants and resources for community-based energy advice; support for renewable energy; youth work in the sustainability sector; energy efficiency advice in community buildings. The post holder will play an essential role on the project team for a number of core projects to help keep delivery on track, such as updating records, communicating with grant recipients, scheduling calls and meetings with project partners.
- 3. Event support:** Some of our work includes running events, training, webinars, and focus groups. These can be face to face, online and hybrid. The post holder will help to support these activities both in the planning stages (e.g. participant invitations, tracking sign ups, collating slide decks, finding venues) and in delivering them (e.g. registering attendees on the day, note taking, collecting feedback).

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

- Acting as the main point of contact for a small caseload of grant recipients on our [fuel poverty grant schemes](#)
- Helping with webinars and events such as [Future Energy Landscapes](#) workshops
- Arranging activities and meetings for youth projects, such as the [Youth Climate Action Fund](#)
- Updating CSE's grants scheme data and our [funding spreadsheet](#)
- Setting up decisions panels for [Bristol City Leap Community Energy Fund](#)
- Preparing content for research briefings and online learning resources as part of our [Smart Local Energy Systems project](#).

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 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 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. See our latest [Impact Report](#) for details about our six work programmes and how we're creating a fairer, greener energy future for everyone.

The Local and Community Empowerment team

This role sits within our Local and 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.

There will be opportunities within the role for you to learn on the job, gain experience across a range of projects, join quarterly team learning and development sessions, and register for relevant training (including some accredited training).

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](#).

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 team.

You 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 (both remotely and face to face) 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.

Pay and conditions

The role is **permanent, full-time (37.5 hours per week)**. The salary for the role will be on **Band B**, with a starting salary of **£26,450 per annum**. There will be a salary review after successful completion of a **6-month probationary period**, 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 (TOIL) 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, where possible within the projects and activities you are working on.

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

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 **17:00 on Friday 1 May 2026**.

Interviews will take place in-person at our offices in Bristol **Thursday 21 May 2026**. If invited to interview, **we will ask you to provide evidence of eligibility to work in the UK**.