

# Information for applicants

## Trainee Energy Advisor. Ref: HES

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### What will the job look like?

Working within our Household Energy Services (HES) team across a range of projects, the Trainee Energy Advisor role is for those who would like to learn the skills and gain experience of providing energy advice to households. The role includes a probation and competency review after six months, successful completion of this will enact a change of role to Energy Advisor for the final six months of the contract with an automatic salary review.

As Trainee Energy Advisor, you will be expected to provide strong customer service, personal resilience, and work within agreed boundaries. You will be working primarily on our telephone advice projects, taking calls on our advice line and making outbound calls. There is also an important administrative element to the role where accuracy and excellent attention to detail are key.

Here are some examples of situations you may manage within this role:

- Helping people with various difficulties with their energy bill.
- Talking those who are struggling to afford basic necessities and finding them the right help and support.
- Helping people apply for grant funding or vouchers.
- Assisting people to apply for renewable technologies, heating and insulation improvements.
- Supporting those who may be in distress or angry, training for which will be provided.
- Following successful completion of the six-month probation review there may be opportunities to give clients advice face to face at events and/or via home visits depending on need. Full training would be provided for these tasks.

You will need:

- Some previous experience of providing advice, customer service or helping others.
- To be skilled and confident in making and receiving calls.
- To be a quick thinker who can react to the many needs of the people we support.
- The ability to self-motivate and have good initiative.
- A strong sense of empathy and personal boundaries.
- An awareness of the need to maintain your own wellbeing.

The nature of the work also means that occasional evening and weekend working may be required from time to time on completion of the probationary period. As part of our HES training programme, you will undergo the City and Guilds Energy Awareness course which is an essential foundation for advice

provision. You may speak to people who are in severe poverty. **You may speak to people who are angry or in distress or share that they have suicidal thoughts.** We have a range of support information available as well as providing call handling skills guidance within our extensive training programme. In addition, CSE offers several forms of support to safeguard the wellbeing of our staff.

A full breakdown of the responsibilities for the role can be found in the job description.

To find out more about what it's like to work on CSE's energy advice line, read Martha's story: [www.cse.org.uk/news/working-on-cse-advice-line](http://www.cse.org.uk/news/working-on-cse-advice-line)

### **Salary and other details:**

The contracted hours for the post will be **full time (37.5 hours per week)**. However, we will consider applications from **a minimum of 30 hours per week**.

The post is for a **fixed term of 12 months** and is subject to a 6-month probationary period, at the end of which there will be a performance review.

The post is Band C on the CSE salary scale, starting at **£27,950 per year**, rising to £29,095 after 6 months, dependent on successful completion of probation and competency review. Salary is paid monthly in arrears, **pro-rata for part time**.

The place of work will be the CSE office in Bristol, with opportunities to work from home after successfully passing probation.

We will pay fees and expenses for attendance of any 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) per year, pro rata for part-time.

CSE operates a **flexible work pattern** outside of our core hours and a time off in lieu timesheet system.

New members of HES staff are expected to work in the CSE office throughout the duration of their probation period. However, we acknowledge that there may be exceptional circumstances from time to time when new staff may request to work from home.

### **What is CSE about?**

CSE is one of the UK's leading energy charities. We have over 45 years' experience of helping people and organisations to tackle the climate emergency and end the suffering of cold homes. We strive to develop effective responses to the threat of climate change and the misery of cold homes, both at a national level and more locally around Bristol, Somerset, Wiltshire and the West of England.

CSE has over 140 staff who combine home working with working from our central Bristol office. We work with a wide range of partners and funders including the Department for Energy Security and Net

Zero (DESNZ), Ofgem, the National Lottery, Citizens Advice, Town & Country Planning Association, National Grid Electricity Distribution, Scottish and Southern Electricity Networks, National Energy System Operator, NHS Health Trusts and local public health bodies, energy suppliers, over 20 local authorities and housing associations and a range of local and national advice services, charitable trusts and foundations.

Our Household Energy Services team currently delivers energy advice through multiple telephone advice lines and where possible through events and face to face activities. We support low income and vulnerable households with billing queries, applications for the grants and referrals to contractors for insulation and heating improvements. We are at the forefront of smart energy advice provision for people in vulnerable circumstances, aiming to ensure that no one is left behind in the transition to a smart energy grid. We also deliver retrofit schemes in partnership with local authorities, contractors and energy suppliers, and take a national lead in energy efficiency schemes that look at innovative solutions to helping customers retrofit their homes to cut their fuel bills and make their homes warmer.

See also [www.cse.org.uk/my-home/advice-projects](http://www.cse.org.uk/my-home/advice-projects)

### Application procedure

- **We will be running two rounds of interviews with the expectation that we will offer jobs to successful candidates after each round.** We will consider you for all interview dates as indicated on your application form as long as your application has been submitted before the relevant closing date, as described below.
- The closing date for the first round of applications is **5pm on Tuesday 2 June 2026.**
- **Interviews** will take place on **Thursday 11 and Friday 12 June 2026** at our offices in Bristol.
- If you have not heard from CSE by 5pm on Friday 5 June, please assume that you have not been selected for the first round of interviews.
- The closing date for the second round of applications is **5pm on Tuesday 28 July 2026.**
- **Interviews** will take place on **Wednesday 5 and Thursday 6 August 2026** at our offices in Bristol.
- If you have not heard from CSE by 5pm on Friday 31 July, please assume that your application has been unsuccessful.

If offered a job, we will ask you to provide evidence demonstrating your eligibility for employment in the UK.

If you would like to get in touch with us about this role, please email [jobs@cse.org.uk](mailto:jobs@cse.org.uk) and we will be happy to answer your questions.

Applications should be made on the application form available at [www.cse.org.uk/jobs](http://www.cse.org.uk/jobs). Your application should demonstrate how your skills and experience relate to the person specification on the job description. **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](mailto:jobs@cse.org.uk) or by **post** to Centre for Sustainable Energy, St James Court, St James Parade, Bristol BS1 3LH.