

Job Description

Development Intern

Main purpose

CSE are looking for an Intern to support the teams project development and fundraising activities. Providing support to colleagues in the development team, in the delivery of an effective and successful function of prospect research, project development, fundraising and bid writing. The Intern will also provide administrative support to the development team in the day-to-day maintenance of our systems i.e. tracking new opportunities, updating our contacts database and project staff CVs.

Specific responsibilities

- To undertake desk-based research (e.g. into funders or subject matter relating to bids) and assist colleagues in producing content for and compiling proposals, tenders and funding pitches.
- To make daily checks of contract finder and other funding portals, sharing relevant opportunities promptly with colleagues to assist quick decision making.
- To maintain CSE's contacts databases – updating records and undertaking occasional systematic reviews.
- To interact with and update CSE's development systems e.g. the development database (when bids are submitted or decisions are made), staff CVs, project descriptions etc.
- To write content that supports the development teams activities (short project summaries, staff CVs etc).
- To provide administrative support for wider development and fundraising activities such as coordinating meetings and events.
- To work closely with other staff within the development team to ensure effective workload planning, project development and delivery.
- Other tasks as required and agreed with the line manager.

Working relationships and contacts

- To liaise with colleagues across CSE to gather inputs required for development activities.

General responsibilities

- To plan and prioritise your workload to achieve high standards and meet agreed deadlines.
- To communicate clearly using appropriate language and style for target audience.
- To represent yourself and CSE positively within and outside CSE, in line with CSE's mission and strategic objectives.
- To use resources efficiently and effectively and maintain accurate records within CSE systems and procedures.
- To understand how your work and that of your team contributes to CSE's wider organisational impact, aligns with our mission and current strategy and reflects our purpose, methods and values.

- To be responsible for your own health and safety and that of your colleagues in accordance with Health and Safety legislation and CSE policies and procedures.

Place of work and other requirements

- This post is based at the CSE office in Bristol. There is potential for a combination of home working and office working, we would expect a minimum of three-day presence in the office.
- As we require all staff, the post-holder will undertake City & Guilds Energy Awareness training.
- Occasional travel may be required

Growth Opportunities

The role offers potential for the right candidate to benefit from learning opportunities offered as part of the internship, these include formal and informal training around energy awareness and key fundraising skills, as well as opportunities to shadow senior colleagues on funding bids or project delivery.

Person specification

See below

Requirements	Essential	Desirable
Educational or professional qualifications	<ul style="list-style-type: none"> • O' Level/GCSE Maths and English. 	<ul style="list-style-type: none"> • Graduate degree level or equivalent qualification in a relevant discipline.
Experience	<ul style="list-style-type: none"> • Experience of undertaking desk- based research. • Experience of producing high-quality written outputs. 	<ul style="list-style-type: none"> • Post qualification work experience in a development, sales or communications context. • Fundraising and project development experience. • Experience with a CRM, database system or other project management tools.
Knowledge and understanding	<ul style="list-style-type: none"> • Competence with Office 365 programmes and apps – in particular Outlook, Word, Excel, Teams, SharePoint and PowerPoint. 	<ul style="list-style-type: none"> • A general understanding of sustainable energy, fuel poverty and climate change.
Skills and abilities	<ul style="list-style-type: none"> • Good communication skills – in particular the ability to write well for a range of different audiences. • Excellent attention to detail, a commitment to quality. • Ability to present complex information in an accessible and appropriate manner. • A commitment to CSE's work and charitable mission. • Ability to maintain admin systems independently and accurately. • Able to work independently and use own initiative. • Confident, flexible and open approach to work and a willingness to learn and take on a variety of tasks. • Highly organised at managing time and workload to meet tight deadlines. 	<ul style="list-style-type: none"> • Ability to proofread materials ranging from reports to funding bids and advice leaflets to webpages.

Other	<ul style="list-style-type: none">• Proactive team player with a commitment to supporting colleagues in their work.• An enthusiastic nature that nurtures collaborative working.• Self-motivated with a flexible attitude and a proven ability to manage own time and multitask (including experience of working to deadlines).• Energy justice and fairness are central to CSE's work, we need people who are empathetic to the challenges people and communities face on their journey to net zero.	
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