



Candidate pack for the post of

# Fundraising & Development Intern

**August 2026**

Closing date: 5pm, Sunday 13 September 2026



# About the role

**We're looking for an enthusiastic and organised individual to join our Development team as a Fundraising & Development Intern.**

This role offers a unique opportunity to gain hand-on experience across trusts and foundations fundraising, prospect research, donor stewardship and public fundraising campaigns. You'll help identify new funding opportunities, maintain our fundraising systems, support grant applications and contribute to fundraising activity that helps CSE deliver lasting impact.

You'll work closely with colleagues from across the organisation, developing valuable skills in development, relationship building, communication and project coordination.

By helping CSE secure sustainable funding, you'll play an important role in supporting our work to tackle fuel poverty, address climate change and create a fairer energy system for everyone.





# About you

**We're looking for someone who is curious, proactive and excited to learn about fundraising and the charity sector.**

You'll enjoy researching organisations, working with information and building relationships. You'll be organised, detail-oriented and confident communicating with colleagues and external stakeholders.

Most importantly, you'll be keen to develop new skills and contribute to a team that is helping create a fairer and more sustainable future.





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# Our ideal candidate will...

- Be curious and enjoy researching organisations, funding opportunities and new ideas.
- Have strong written communication skills and enjoy producing accurate, high-quality work.
- Be highly organised and able to manage information and competing priorities effectively.
- Take a proactive approach and be willing to learn new systems and fundraising approaches.
- Enjoy working collaboratively with colleagues across different teams.
- Be motivated by making a positive difference through CSE's mission and values.
- Be interested in developing skills in fundraising, donor engagement and relationship building



# About the team

## You'll be part of the Development team.

The Development team helps secure income, raise awareness of CSE's work and strengthen our influence across the energy and climate sector.

The Development Team is responsible for securing the income that enables CSE to deliver its charitable mission. Working across all of CSE's strategic work programmes, the team identifies and develops funding opportunities from a wide range of sources, including trusts and foundations, public sector funders, corporate partners and individual donors.

Combining strong research, analytical and bid development skills, the team assesses funding opportunities, develops compelling proposals and works closely with colleagues across the organisation to secure support for new and existing programmes. The team plays a key role in spotting emerging opportunities, identifying risks, building strategic relationships and helping shape innovative projects that respond to funder priorities while advancing CSE's mission





# Other teams in CSE

## Household Energy Services

The Household Energy Services team gives advice and support on home energy and retrofit to householders, runs a freephone advice line and manages schemes for funding and installing home energy improvements.

## Research & Analysis

The Research & Analysis team conduct research and build analytical tools and models that support better energy policies and more effective action to cut carbon emissions and reduce fuel poverty.

## Local and Community Empowerment

The Local and Community Empowerment team supports communities, local authorities and young people to take positive action on sustainability, energy and the climate emergency.

## Finance and Operations

The Finance and Operations team provides the expertise, systems and support that enable CSE to deliver its mission, supporting around 150 staff across the organisation.



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# Key responsibilities

## Trust and foundation research

- Research trusts, foundations and grant-making organisations that align with CSE's charitable objectives.
- Maintain accurate records, research findings and engagement plans within Beacon CRM.
- Support the development of a strong pipeline of future funding opportunities.
- Help identify potential funders and opportunities to strengthen relationships with existing supporters.

## Fundraising and proposal development

- Support the preparation of funding applications, Expressions of Interest (EOIs) and funding proposals.
- Gather project information, impact data and supporting evidence from colleagues across CSE.
- Draft funding summaries, case studies and other content to support fundraising activity.
- Support long-term income diversification planning and development work.



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# Key responsibilities (cont.)

## Funder engagement

- Support introductory conversations and meetings with trusts, foundations and other partners.
- Develop confidence in participating in and leading early-stage discussions with prospective funders. Maintain accurate records of funder engagement and agreed next steps.

## Public fundraising and donor stewardship

- Support the planning and delivery of CSE's annual Share the Warmth fundraising campaign.
- Create donor-focused communications alongside fundraising and communications colleagues.
- Support donor stewardship activities through Beacon CRM and Mailchimp.
- Maintain fundraising records and support reporting activities.
- Help coordinate fundraising meetings, events and stakeholder engagement activities.



# Development opportunities

This internship is designed to provide practical fundraising experience and exposure to a wide range of charitable income generation activities. You'll gain experience in:

- Trust and foundations fundraising.
- Prospect research and funding pipeline development.
- CRM management and fundraising systems.
- Grant writing and proposal development.
- Donor stewardship and supporter engagement.
- Stakeholder engagement and relationship development.
- Strategic fundraising and income diversification planning.

By the end of the internship, you'll have developed valuable skills that can support a future career in fundraising, communications, business development or the wider charity sector.



# Key details

## Contract

This is a 12-month fixed term role, with the possibility of extension subject to funding availability, organisation need and successful performance in the role.

## Role

Full-time (37.5 hours per week), with minimum two days a week at our Bristol office. We work flexibly where roles allow, with core working hours typically between 10am and 4pm.

## Salary

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 and annual salary reviews thereafter (subject to contract extension).

## Reporting to

Megan Mitcham, Senior Fundraising & Development Manager

## Closing date for applications

5pm on Sunday 13 September 2026.

## Earliest possible start date

9 November 2026

## Pre-employment checks

Any offer of employment will be subject to satisfactory pre-employment checks relevant to the role.

This role may require a standard DBS check.

## Training and development

All CSE staff are required to undertake City & Guilds Energy Awareness training. Additional learning and development opportunities will be available throughout the internship.



# About us

**The Centre for Sustainable Energy (CSE) supports people and organisations across the UK to tackle the climate emergency and end the suffering caused by cold homes.**

We undertake practical work to support households and communities to act on energy, alongside original research and analysis to inform local and national policy.

Our vision is a world where sustainability is second nature, carbon emissions have been reduced to safe levels, and fuel poverty has been replaced by energy justice.

We are one of the UK's leading sustainable energy charities, with a 45-year track record of award-winning impact, innovation and influence (as most recently detailed in our **2025–26 Impact Report**). You can read more about our priorities, methods and approach in our **organisational strategy for 2024–2028**.

Charity number 298740





# Our six Work Programmes

Our work falls into six broad areas we call our Work Programmes. They are where we are best placed to drive change and maximise our impact.

## Fuel poverty

Our practical energy advice improves the wellbeing, energy literacy, and affordable warmth of those experiencing cold homes.

## Housing energy retrofit

We support the delivery of high-quality and people-centred retrofit services to address British homes that aren't fit for the future.

## Local authority support and action for net zero

We help local authorities of all scales to plan and deliver their energy-related net zero goals.

## Community action on energy

We design and manage community energy funds, support local groups to develop projects, and provide training, support and community engagement.

## Future generations

Our youth-specific work inspires young people from all backgrounds to play a meaningful role in a more sustainable and fairer energy system.

## Fairness in the energy system

We're working to bring about a future energy system that is both low carbon and demonstrably fair.



# Our impact 2025-26



**20,143**

Households supported through our energy advice service.



**31**

Local authorities who used our services.

**£2.3 million**

Value of grants distributed to community organisations to run community-focused energy projects.



**6,969**

Energy efficiency measures installed as a result of our projects.



**1,850**

Young people reached through our high-quality education and youth leadership programmes.

**£33.9 million**

Total financial benefit secured for people through our energy advice service.

**871**

Community organisations supported to take action on climate change or tackling fuel poverty.



**£1,685**

Average financial benefit per household who called our advice line.



# Our values



## Commitment to our mission

We reflect our charitable purpose, vision and strategic objectives in our work, and we contribute to a culture where everyone feels welcomed, valued and able to belong.



## Conscientiousness

We take responsibility for our work, deliver to the best of our ability, and work to improve while caring for CSE's resources and reputation.



## Collaboration

We share knowledge and experience generously, value others' contributions, and communicate with openness and respect.



## Initiative

We look for ways to improve outcomes, solve problems and try new approaches, while responding flexibly to change and supporting others to do the same.



# Our culture

**We're a team of around 150 people who care about what they do and who they do it with. People join CSE because they want their work to matter and at CSE, it does.**

You'll see the difference your work makes, whether that's an advice call that helps someone stay warm, a research report that changes how policymakers think, or a project that supports a community to take climate action.

Our work is mostly project-driven and genuinely collaborative. You'll work across teams, connect with colleagues with different expertise, and bring your own expertise to problems that sometimes don't have easy answers. It's varied and often fast-moving. Some roles involve supporting people in difficult situations, so it can be demanding but teams work closely together and it's easy to ask for help.





# Our culture (cont.)

**We want our people to shape how things are done here.**

Staff-led groups including *Employee Voice* and *Equity Diversity & Inclusion Working Group* give everyone the opportunity to have their voices heard, helping to shape initiatives and policies.

We also have a range of social activities including a book club, wellbeing activities and weekly lunchtime yoga sessions – small things that reflect how we look after each other.

We offer flexible and hybrid working where possible, alongside a TOIL system that recognises your time is valuable outside of work too. We're open about what's working and what isn't, and we act on what our staff tell us.

We invest in people's development, and we work hard to hold on to what we've built together. Many of our staff build long careers here.





# What our people say

We regularly ask our staff for honest feedback, and here's what our most recent survey tells us:



**91%**  
of staff are proud to work at CSE and would recommend it as a place to work.



**91%**  
of staff feel supported by their team.



**93%**  
of staff feel they have the opportunity to share their opinions.



**94%**  
of staff say CSE offers good flexibility of working options.

We use staff feedback to shape how we work, what we prioritise, and where we need to improve.



# Staff benefits

|                  |                                                                                                                                                                                                                                                                                                                                            |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Holiday</b>   | 25 days annual leave plus bank holidays.                                                                                                                                                                                                                                                                                                   |
| <b>Pension</b>   | Company pension scheme - 8% employer, 6% employee contributions.                                                                                                                                                                                                                                                                           |
| <b>Lifestyle</b> | <p>Flexible TOIL for additional hours worked, which can be taken when needed. Hybrid working and flexible hours, with core hours of 10am–4pm (role dependent).</p> <p>Access to our benefits platform (Glo), offering discounts, flexible payment options, and a range of optional benefits and services.</p> <p>Cycle to Work Scheme.</p> |
| <b>Wellbeing</b> | <p>Health cash plan (Medicash): offers compensation for a range of medical treatments, including dental check-ups and eye tests.</p> <p>Life Assurance.</p> <p>Enhanced sick pay.</p> <p>Weekly yoga classes.</p> <p>Employee Assistance Programme.</p> <p>Enhanced maternity and adoption pay.</p> <p>Staff socials.</p>                  |



# Equity, diversity and inclusion

**At CSE, we're committed to an inclusive, diverse and non-judgmental environment in our workplace. We actively encourage applications from individuals of all backgrounds, identities, disabilities and experiences. Our applicants will be treated fairly, with respect and without discrimination.**

While we seek to appoint on merit and we judge all candidates against the same criteria, we understand that women, people from black, brown and other minority ethnic communities and people living with disabilities are less likely to apply to jobs unless they meet every single qualification.

So if you're excited about this role but your experience doesn't align perfectly with the job description, please get in touch – you may still be an excellent candidate for this role. For an informal conversation to chat more about the role, email [jobs@cse.org.uk](mailto:jobs@cse.org.uk).

**We are pleased to be signed up to these initiatives:**





# How to apply

Applications should be made on the application form, available at [www.cse.org.uk/jobs-volunteering](http://www.cse.org.uk/jobs-volunteering). CVs and supporting letters will not be considered as part of the application process.

Applications should be sent by email to [jobs@cse.org.uk](mailto:jobs@cse.org.uk) or by post to: Reception, Centre for Sustainable Energy, St James Court, St James Parade, Bristol BS1 3LH.

As part of our commitment to ensuring we treat every application fairly, all personal information on the front sheet of the form will be removed before the application is read by the selection panel.

The closing date for applications is **5pm, Sunday 13 September 2026**.

We aim to hold interviews in person at our offices in Bristol on the 29<sup>th</sup> or 30<sup>th</sup> of September.

## We'd love to hear from you

If you'd like any further information or assistance with the application process, please email us and we'll be happy to help.

We're committed to making any reasonable adjustments to meet accessibility needs. If you require this information in a different form, please get in touch.

If you're excited about this role but you don't meet every requirement in the person specification, please do get in touch – you may be the perfect person for the role. We'd be happy to have an informal conversation to chat more about the role with you.

To contact us, please email [jobs@cse.org.uk](mailto:jobs@cse.org.uk).



# We look forward to hearing from you!

To stay updated with future opportunities,  
[follow us on LinkedIn](#) or check our [current vacancies on our website](#).