

## Centre for Sustainable Energy



### Applicant information for the post of **Fundraising Officer**

---

The Centre for Sustainable Energy (CSE) is seeking to appoint a dedicated Fundraising Officer to generate income from charitable trusts, individuals, and corporate partners. In this role, you will collaborate closely with our Senior Fundraising Manager to identify funding opportunities, develop compelling proposals, support individual giving and contribute to bid writing for projects that align with CSE's strategic goals.

Fundraising from individuals is a relatively new venture for CSE. Over the past two years, we have significantly developed our individual giving from campaigns and regular donations. You will work alongside colleagues in the development and communications teams to further expand this crucial area of fundraising.

If you are eager to advance your fundraising career, this is the perfect opportunity. You will join an experienced and growing team, making a tangible difference in the transition to a just energy system. This role will allow you to hone your skills in supporter engagement, crafting funding pitches, and conducting funding research, all while being part of a supportive and passionate team.

#### 1) What we do

CSE is an independent national charity, established in 1979 to tackle climate change and end the misery of cold homes. Our vision is a world where sustainability is second nature, carbon emissions have been cut to safe levels and fuel poverty has been replaced by energy justice.

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

CSE is one of the UK's leading sustainable energy organisations. If you haven't done so already, visit our website at [www.cse.org.uk](http://www.cse.org.uk)

To work towards our mission, we depend on our skilled and committed staff (currently 120 FTE), based from our offices in central Bristol. At any one time we are working on upwards of 100 different and separately funded projects, ranging from nationally significant programmes to smaller local initiatives.

The following examples show the types of work we need help fundraising for:

- Our [advice service](#) for householders.
- [Bright Green Future](#) our youth leadership scheme.
- [Impact](#) Community Carbon Calculator.
- [Climate change and energy workshops](#) for primary schools.
- Our [climate action workshops](#) for communities.
- Improving the accessibility of our [factsheets](#) and [videos](#)

#### 2) Funders and clients

CSE's annual turnover in 2022-23 was £6.0 m (an increase from £4.3m in 2021-22). Our funders and clients include national government (DESNZ, Welsh Government, Scottish Government), the energy regulator (Ofgem), the Committee on Fuel Poverty, regional and local government (e.g. the GLA, WECA, Bristol City

Council, Wiltshire Council, Dorset Council, Somerset authorities), other agencies (e.g. Citizens Advice), the National Lottery and other charitable funders (e.g. Aurora Trust, the Joseph Rowntree Charitable Trust), energy suppliers and Distribution Network Operators (e.g. Ovo Energy, National Grid Electricity Distribution and Scottish & Southern Energy Networks) and various research programmes (including the EU Horizon programme and research councils).

Our last audited and published annual accounts include a more comprehensive list of recent funders ([www.cse.org.uk/about-us/accounts](http://www.cse.org.uk/about-us/accounts))

### 3) The development team

CSE's development and fundraising function is critical to maintaining a secure forward work programme for the organisation, sustaining profitability and achieving our mission to advance sustainable energy policy and practice.

We are both proactive and reactive in our fundraising and new project development work. We maintain a constant overview of available funding opportunities, working with project staff to develop appropriate ideas that fit with CSE's strategic objectives and funders' criteria, drafting proposals and preparing budgets. We respond to competitive invitations to quote and help project delivery staff to report on their work to existing funders. A proportion of our time is spent managing funder relationships and networking.

You will work closely with our Senior Fundraising Manager who supports the team by:

- Developing CSE's charitable fundraising work in line with CSE's strategy and objectives.
- Identify funding opportunities and producing funding proposals which help sustain our work, with a particular focus on Trusts and Foundations.
- Building CSE's corporate partnerships to help develop future funding opportunities.
- Developing and nurturing new and existing partner, client and funder relationships.
- Building CSE's individual giving fundraising through fundraising campaigns and regular donations, linked to CSE's strategic goals.

Our aim is to make the development process inclusive across the staff team, without over-burdening project delivery staff. Decisions on new funding opportunities are made collaboratively and development staff work flexibly with project staff to turn ideas and concepts into impactful and deliverable projects.

### 4) Operations and structure

CSE has five operational teams: Home Energy Services; Research and Analysis; Local & Community Empowerment; Finance & Operations; and Development, Communications & External Affairs. See <https://www.cse.org.uk/staff-and-trustees/>.

Alongside the teams we have organised all of our work into six work programmes. Many of our projects involve people from more than one team. By creating the following six work programmes we hope to promote cross team working and collaboration. You can read more about the work programmes [here](#) in our recently updated organisational strategy.

The Senior Management Team (SMT), which consists of the Chief Executive and the Heads of Team, manage the operational needs of the charity. The Trustees meet quarterly and retain overall responsibility for CSE policies, long-term strategy and finances.

## 5) Job details

- We are looking for a full-time commitment of **37.5 hours per week but will consider a minimum of 30 hours**. It is based at CSE's offices in Bristol. We support hybrid working but we'd expect the candidate to come into the office daily for the first three months and a minimum of three days per week thereafter.
- The salary for the Fundraising Officer will be **£27,121 to £32,486**.
- In general, work will be undertaken during standard working hours 9am-5pm, although occasional evening and weekend work may be required if attending events or delivering proposals to tight deadlines. CSE operates a system of 'time off in lieu' for additional work undertaken out of hours.
- All CSE staff receive training and are given study time to complete the NEA City & Guilds 6176 in Energy Awareness. 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.
- 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.

## 6) Job Description and person specification

See separate document

## 7) How to apply

Please use our standard application form, available at [www.cse.org.uk/vacancies](http://www.cse.org.uk/vacancies). CVs and supporting letters will **not** be considered as part of the application process.

Your application should demonstrate how your skills and experience relate to the person specification above.

If you are not a UK or EU citizen, please provide evidence of your right to work in the UK on a permanent basis *with your application*.

To maintain impartiality, the personal information on the front sheet of your application form will be removed before it is passed to the selection panel.

The deadline for completed application forms is **12pm on Tuesday 29 October 2024**. We will review applications as they are submitted, and we may ask you to interview prior to the dates advertised.

Interviews are scheduled for **Tuesday 5 or Wednesday 6 November 2024** at our offices in Bristol.

**If invited to interview, you'll be asked to bring evidence of your eligibility to work in the UK.**

Applications should be sent 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