

## Applicant information

### Applicant information for the post of Office Administrator

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CSE is a Bristol-based national charity (#298740) founded in 1979 that helps people and organisations address the climate emergency and end the misery of cold homes. We do this by giving advice, managing innovative energy projects and undertaking research and policy analysis. Our website, at [www.cse.org.uk](http://www.cse.org.uk), showcases the work we do.

To work towards our mission, we depend on our skilled and committed staff, who are normally based in our offices in central Bristol. At any one time we're working on between 90 and 120 different and separately funded projects. Our work is guided by our [purpose, methods and values](#).

We have grown significantly in recent years, and we see further opportunities to increase our impact and influence as a charity in the coming years.

The Operations Team's overall purpose is to deliver and improve CSE's core organisational support functions, working closely with other staff, to ensure they:

- Underpin the successful delivery by the whole organization of our charitable mission, strategic objectives, and associated programmes and projects.
- Enable effective planning, decision-making and management of our human, physical and financial resources across the organisation.
- Nurture and sustain a collaborative culture in which staff are encouraged and supported to perform at their best and we collectively achieve outstanding results.
- Embody our [purpose and values](#) in both their design and operation.

These organisational support functions include finance, human resources, IT and facilities and associated operational, governance and administrative systems and processes. The team includes a Director of Finance and Operations, a Financial Controller, and Finance Assistant, an HR Manager and HR Assistant, a Senior IT Manager and 2 Office Administrators – including this role.

In addition to the Operations Team, we have four other teams at CSE:

The **Development & Communications** team is responsible for identifying and winning funding for our work and for promoting and communicating with a wide range of audiences about individual projects and our work as a whole.

The **Research & Analysis** team works nationally and has particular expertise in: buildings and energy systems data analysis; renewable energy and low carbon technologies; energy demand reduction; consumer energy behaviour; modelling and software engineering; programme evaluation.

The **Local & Community Empowerment** team supports communities and local authorities to achieve positive change, from installing energy efficiency upgrades in community buildings, to facilitating community-owned energy schemes, to developing net zero and low carbon planning policies.

The **Household Energy Services** team provides advice and support directly to the members of the public, particularly more vulnerable households. Last year (2022-23) it helped nearly 14,500 households increase their energy resilience, collectively saving them £7m. Our home energy advice website, factsheets and films are used by communities, public authorities and housing associations right across the UK (see [www.cse.org.uk/advice](http://www.cse.org.uk/advice)).

Our funders and clients include national and local government, energy companies, charitable funders, research bodies and other voluntary sector organisations. See our [Annual Report and Accounts](#) for the full list from the past year and for details of our financial position.

## Job description

Please refer to the job description document.

## Job details, salary and benefits

The position of Office Administrator is a full-time permanent post (37.5 hours per week). It is based at CSE's offices in Bristol. In general, work will be undertaken during standard working hours 9am-5:30pm, although we can offer reasonable levels of flexibility in working hours to accommodate demands outside work. Occasional evening or weekend work will be expected and CSE operates a system of 'time off in lieu' for additional work undertaken out of hours.

The post-holder will report to by the Senior Office & Recruitment Administrator.

The salary for the post will be on Scale D (£25,953 - £28,520). **Starting salary will be at the lower end of the range.** A suitably experienced applicant should expect to find themselves towards the top of the range following successful completion of their 3-month probationary period.

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 offers a wide range of benefits including Tech Scheme, Cycle Scheme, and salary sacrifice childcare vouchers, all of which are available once the probationary period is completed.

All CSE staff receive training and are given study time to complete the NEA City & Guilds in Energy Awareness.

## Application procedure

Applications should be made on the application form, available at [www.cse.org.uk/vacancies](http://www.cse.org.uk/vacancies). Your application should demonstrate how your skills and experience relate to the person specification (above). 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.

The closing date for applications is **midday Monday 12 February 2024**. If you have not heard from CSE by **Wednesday 14 February 2024** please assume that your application has been unsuccessful.

**Interviews** will take place on **Monday 19 February 2024**. The interviews will be held in person at our office in Bristol.

*We may close applications early should we find a suitable candidate.*

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.