

# Information for applicants

## Information for applicants for the post of **Senior Software Project Manager**

The Centre for Sustainable Energy (CSE) is a Bristol-based national charity that supports people and organisations across the UK to tackle the climate emergency and end the suffering caused by cold homes. We do this by sharing our knowledge, practical experience and policy insights.

For over 40 years, we've supported people to take effective action on energy in their homes. We help communities and local councils to understand energy issues, prioritise their efforts and put their plans into action.

Our research and analysis work supports better local and national energy policies, more effective action to cut carbon emissions and reduce fuel poverty and influences the energy system transition to make it greener, smarter and fairer. 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 (currently 100+ individuals), who are based primarily in our offices in central Bristol. At any one time we're working on over 100 different and separately funded projects. Our work is guided by our [purpose, methods and values](#).

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 last financial year and for details of our financial position.

### **About this role**

CSE has a small Modelling and Software Team of 5 developers contained within the wider Research and Analysis Team which includes researchers, quantitative and qualitative analysts and technical consultants. As a Senior Software Project Manager, you will collaborate with CSE colleagues within the team, across CSE and external partners, including on wider projects and tools involving modelling and software which may be managed by other parts of the team or elsewhere within CSE. We undertake a variety of software activities, including:

- The development of our own software products like THERMOS and Solar Wizard.
- The creation of software systems for clients, like the National Zoning Model or National Household Model.
- The creation of public-facing web tools, like our vulnerability maps, the London Heat Map, or the Energy Choices Tool.
- The production of internal software tools to support the team's analytical workloads.

- The production of internal software tools to support broader organisational needs.

A wider overview of CSE's research portfolio can be viewed at: [www.cse.org.uk/research-consultancy/](http://www.cse.org.uk/research-consultancy/)

### **About the Research & Analysis team**

CSE's Research & Analysis Team is made up of three main functions: Modelling and Software, Technical Consultancy, and Social Research and Evaluation. The team applies qualitative and quantitative techniques to understand better the sustainable energy challenges we face and the quality of solutions being proposed. Through social research activities such as interviews, surveys, focus groups, deliberative workshops and qualitative analysis, we get to know what does and doesn't work and use this knowledge to inform our practice and that of others. Our quantitative work typically involves activities around mapping, modelling, software development, data analysis and statistical analysis. By applying these skills we create analytical tools and methods which aim to embrace innovation and openness, enable new insight and understanding, and help raise awareness of the urgent challenges ahead.

Working closely with CSE's Senior Leadership Team, the team often engages with policymakers. This is both to provide analysis and scrutiny of their policy thinking and to share the findings of our research activities.

Project-based activities within the team are diverse and extend across the sustainable energy themes of decarbonisation of heat/power supplies, building retrofit, affordable warmth, energy behaviours and practices, fairness in the energy transition and local area energy planning.

Some recent projects exemplifying the range and quality of our work include: [Smart and Fair](#), [THERMOS](#), [Act!onHeat](#), [Consumer Archetypes for ofgem](#); our [evaluation](#) of the National Grid ESO's Demand Flexibility Service.

The team is led by the Director of Research and Analysis and currently has 21 members. Their details can be found at <https://www.cse.org.uk/about-us/staff>

### **CSE's other teams**

In addition to Research and Analysis, we have two other programme-focused teams at CSE – Local and Community Empowerment (LACE) and Household Energy Services (HES) – and two cross-organisational support teams – Finance & Operations and Development & Communications.

Local and Community Empowerment supports communities across the UK to achieve positive change, including facilitating community-owned schemes, training local champions and developing net zero and low carbon policies in neighbourhood plans.

The Household Energy Services team provides advice and support directly to members of the public, particularly more vulnerable households. In the 2023-24 financial year its energy advice service

supported over 22,000 households, resulting in over £11m in savings. 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)).

Finance & Operations is responsible for delivering and improving CSE's core organisational support functions, including maintaining our office and work environment, finance, human resources, IT and all operations.

Development & Communications is responsible for identifying and winning funding for our work, working closely with senior staff from across the organisation, and for promoting and communicating with a wide range of audiences about individual projects and our work as a whole.

### **Job description**

The main purpose, specific responsibilities and person specification for this role is included in the accompanying 'Job\_Description\_Senior\_Software\_PM\_Jan24' document.

### **Job details**

This post is a full-time role, although a four-day week can be considered following the probation period. The post is based in CSE's offices in Bristol combined with remote working. Fully remote will be considered after the probation period if required. CSE operates a flexible working system, and very occasional evening and weekend work may be required.

The post holder will be line-managed by the Head of the Software & Modelling function.

**Annual salary is graded and will be in the range H (£41,802 - £50,071)** and will depend on skills, relevant experience and qualifications. A suitably qualified and experienced applicant should expect to find themselves towards the middle of the salary range for their grade following successful completion of a 6-month probationary period. Subsequent movement up the scale is dependent on annual salary or periodic line manager review.

There is an annual leave entitlement of 25 days plus statutory holidays, prorated for part-time employees.

In general, work will be undertaken during standard working hours 9am-5pm, although we offer reasonable levels of flexibility in working hours to accommodate demands outside work. CSE operates a system of 'time off in lieu' for additional work undertaken out of hours.

CSE operates a generous company pension scheme (8% from employer, 6% from employee) which the post-holder will be automatically enrolled to in line with current legislation.

CSE also offers a range of wider staff benefits including a medical cashback scheme and baseline level of life insurance (both paid by the employer), salary sacrifice childcare vouchers, subsidised bike and tech purchase arrangements 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 by sending a **CV and a completed application form** to the email address [jobs@cse.org.uk](mailto:jobs@cse.org.uk). Your application should demonstrate how your skills and experience relate to the essential and desirable attributes listed in the Job Description for the role.

The closing date for applications is **midday on Monday 20 January 2025**.

**Interviews** are scheduled for **the week beginning Monday 3 February 2025** at our office in Bristol. The interview process will consist of a short presentation, a formal interview, and the opportunity to meet with representatives of the team more informally. This will take approximately 2 hours.

If you have not heard from CSE by **Monday 27 January 2025** please assume that your application has been unsuccessful.

Applications should be sent by **email** to [jobs@cse.org.uk](mailto:jobs@cse.org.uk) stating "Application for Senior Software Project Manager" in the subject line.