



## Centre for Sustainable Energy

### Applicant information for **Business Development Manager**

---

The Centre for Sustainable Energy is seeking to appoint a full time (37.5 hours per week) **Business Development Manager** to support our current growth and help us to maintain a healthy forward work programme. The post-holder will work within our vibrant and dynamic development team supporting new project and service delivery across all areas of CSE's work, but with a particular focus on creating a strong future income pipeline for our research and analysis team, including technical and consultancy services, smart energy programmes and our energy modelling services.

The post-holder will be expected to develop expertise on relevant funding streams and opportunities, work closely with project delivery teams to develop new projects, and coordinate and produce high quality, compelling proposals for a range of clients and funders.

#### 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is a world where sustainability is second nature, carbon emissions have been cut to safe levels and fuel poverty has been replaced by energy justice.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 90), 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 illustrate the range of our work:

- THERMOS – Tools for heat network planning ([www.cse.org.uk/projects/view/1314](http://www.cse.org.uk/projects/view/1314))
- Smart and Fair? programme ([www.cse.org.uk/news/view/2505](http://www.cse.org.uk/news/view/2505))
- Smart Meter Data Public Interest Advisory Group ([www.cse.org.uk/projects/view/1351](http://www.cse.org.uk/projects/view/1351))
- Bristol Net Zero Evidence Base study ([www.cse.org.uk/projects/view/1363](http://www.cse.org.uk/projects/view/1363))
- Supporting local councils to deliver on the climate emergency ([www.cse.org.uk/news/view/2541](http://www.cse.org.uk/news/view/2541))
- Community carbon foot-printing tool ([www.cse.org.uk/news/view/2583](http://www.cse.org.uk/news/view/2583))
- Next Generation Community Energy programme ([www.cse.org.uk/news/view/2466](http://www.cse.org.uk/news/view/2466))
- Our advice service for householders ([www.cse.org.uk/advice](http://www.cse.org.uk/advice))
- Bright Green Future our youth leadership scheme ([www.cse.org.uk/projects/view/1307](http://www.cse.org.uk/projects/view/1307))
- Futureproof home energy retrofit programme ([www.cse.org.uk/projects/view/1357](http://www.cse.org.uk/projects/view/1357))

## 2) Operations and structure

CSE has five operational teams: Household Energy Services; Research and Analysis; Local & Community Empowerment; Finance & Administration; and Development & Communications. See [www.cse.org.uk/downloads/file/cse-organogram.pdf](http://www.cse.org.uk/downloads/file/cse-organogram.pdf).

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.

## 3) Funders and clients

CSE's annual turnover in 2020-21 was just shy of £4m (an increase from £3.5m in 2019-20 and £2.7m in 2018-19). We anticipate further growth in the year ahead. Recent funders and clients include national government (BEIS, Welsh Government, Scottish Government), the energy regulator (Ofgem), the Committee on Climate Change, regional and local government (e.g. the GLA, GMCA, Bristol City Council, Wiltshire Council, Dorset Council, Somerset authorities), other agencies (e.g. Citizens Advice), the Big Lottery and other charitable funders (e.g. Esmée Fairbairn Foundation, Joseph Rowntree Charitable Trust, Friends Provident Foundation), energy suppliers and distribution network operators and various research programmes (including the European Commission Horizon 2020 programme and research councils in partnership with universities).

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

## 4) The development function

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.

The Head of Development and Communications is responsible for:

- Developing and maintaining key funder and client relationships.
- Setting the funding strategy and overseeing the forward plan for securing the required income, in line with CSE's business plan and strategic objectives.
- Overseeing the resourcing and delivery of a pipeline of development activity (funding proposals, quotations and tenders).
- Reporting to the SMT and trustees on development activity (including monitoring quarterly targets for bids submitted, success rates of proposals and forward income secured).
- Agreeing development priorities and ensuring sufficient resources are allocated.
- Overseeing and ensuring quality assurance of tenders, proposals and quotes submitted
- Coordinating and chairing weekly development meetings and more strategic team and work theme development planning sessions.

The new Business Development Manager will take responsibility for:

- Identifying and researching appropriate research and energy sector funding opportunities and developing/maintaining expert knowledge of funders' expectations and requirements.
- Working with project staff to develop projects, work programmes and services

- Driving project developments, coordinating proposals, quotes and tender submissions.
- Liaising with a range of funders and clients to communicate CSE's capabilities and proposals.
- Working with project managers to report to funders on existing projects, in a timely, professional and effective manner.
- Providing input into CSE's forward development plan.

Heads of the delivery teams are closely involved in development work, holding responsibility for:

- Setting the strategic priorities for their work areas.
- Identifying projects and activities (existing and new) which require funding support.
- Involving their team in the development of new ideas.
- Making input to funding bids.
- Undertaking external representation and networking
- Client relationship development for their work area.

Project Managers also have time allocated for development work including:

- Inputting ideas and methodologies into funding proposals.
- Assisting in costing work.
- Undertaking some bid writing relevant to their work areas and specialisms.
- Attending external events.

CSE's Chief Executive is also involved in development activity, particularly nurturing relationships through his various external roles representing CSE.

Our aim is to make the business development process inclusive across the staff team, without over-burdening project delivery staff.

- A development email group and weekly development meeting is used to discuss and make quick decisions on new fast turn-round funding opportunities.
- All staff are encouraged to raise new ideas or opportunities with the development team directly or through their teams or line managers.
- Where practicable, staff specifically named in a funding proposal are given the chance to input ideas and comments to project proposals.

## 5) Job details

The Business Development Manager position is offered as a full-time post (37.5 hours per week) although we would consider part time working (e.g. 0.8 FTE and above) for the right candidate. The role is based at CSE's offices in Bristol (with the potential for a mixture of home and office working).

In general, work will be undertaken during standard working hours although occasional evening and weekend work may be required if attending events or delivering proposals to tight deadlines. CSE operates a flexitime system (with core hours of 10:00 to 16:00). Time off in lieu can be taken for additional work undertaken above contracted hours.

The post-holders will be line managed by the Head of Development & Communications.

The salary for the post will be on Scale F (£29,910 to £35,827). Starting salary will be at the lower end of the range, with precise level depending on skills, relevant experience and qualifications. A suitably

qualified and experienced applicant should expect to find themselves towards the middle of the range following successful completion of their 6-month probationary period. Subsequent movement is dependent on annual appraised performance against the defined role profile for the post.

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 also offers salary sacrifice childcare vouchers and subsidised bike purchase arrangements through the cycle to work scheme both of which are available once the probationary period is completed.

## 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 citizen, please provide evidence of your right to work in the UK on a permanent basis *with your application*. If invited to interview, you'll be asked to bring evidence of your eligibility to work in the UK.

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 **noon on Wednesday 3 November 2021**. If you are shortlisted for interview we will let you know by 17.00 on **Monday 8 November 2021**.

Interviews are scheduled for **Friday 12 November 2021** either virtually or from our offices in Bristol (depending on Covid restrictions at the time).

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