

Information for applicants for the post of Junior Analyst



About CSE

The Centre for Sustainable Energy (CSE) is a Bristol-based national charity (#298740) 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 improves understanding and influences the energy system transition to make it greener, smarter and fairer. Our website, at www.cse.org.uk, showcases the work we do.

To work towards our mission, we depend on our skilled and committed staff (currently around 100), who are normally based in our offices in central Bristol. At any one time we're working on between 80 and 100 different and separately funded projects. Our work is guided by our [vision and strategy](#).

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 most recent financial year and for details of our financial position.

About this role

The Research and Analysis (R&A) Team at CSE is currently looking to recruit a member of staff to support its core activities.

The Junior Analyst will use technical and quantitative analysis skills to deliver evidenced-based and impactful work. The role is likely to cut across several work areas covered by the R&A team including heat decarbonisation, building retrofit, affordable warmth, fairness in the energy transition, energy policy and local area energy planning. The role will be line managed by a senior member within the team.

About the Research & Analysis team

CSE's Research & Analysis 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 20 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).

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

Please refer to job description document.

Job details

The full time (37.5 hours per week) annual salary ranges from £27,121-£32,486 for Junior Analysts. A suitably qualified and experienced applicant (see person specification) should expect to find themselves towards the mid-range of this scale following successful completion of their 6-month probationary period. Subsequent movement is dependent on annual appraised performance against the defined job description for the post.

Full-time employees are entitled to 25 days paid holiday per year (plus statutory holidays - currently 8 days per year).

CSE operates a generous ethical company pension scheme (8% from employer, 6% from employee) to which the post-holder will be automatically enrolled 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 6176 in Energy Awareness.

CSE operates hybrid working arrangements in the office/from home for staff as agreed with line managers. The post holder would be expected to work predominantly in the office during the probationary period. After successful completion of probation, the post holder would normally be expected to work in the office a minimum of two days per week.

Application procedure

To apply for this role, please complete the application form and provide a 2 page CV. The application form asks you to provide up to 350 word answers to each of these three questions:

1. Please can you describe your motivations for applying to CSE for the Junior Analyst role.
2. Please can you describe the experience you bring to the role and how it relates to the job description.
3. Please can you describe how this role relates to your career aspirations.

The application form is available [via this link](#). Your application should demonstrate how your skills and experience relate to the person specification accompanying this document. Your personal information (name, address and contact details) will be kept separate to your application and will not be used by the selection panel.

The closing date for applications is midday on **Monday 11 November 2024**. If you have not heard from CSE by **5pm Friday 15 November 2024** please assume that your application has been unsuccessful.

Interviews and associated recruitment activities will take place on **Friday 22 November & Monday 25 November 2024**.

If you have any questions about the application process, please email jobs@cse.org.uk and we will respond.