

JOB APPLICATION PACK
ABILITY CONSULTANTS

BID WRITER: TRUSTS AND FOUNDATIONS

ABILITY
CONSULTANTS

About Ability Consultants



Ability Consultants are specialists in supporting charities, community groups, schools, social enterprises, CICs, and private sector organisations to grow, thrive, and make a bigger impact. While our clients focus on delivering their vital work, we provide the expertise and support to keep everything running smoothly behind the scenes. We have helped organisations secure **millions of pounds** in funding through successful bids and fundraising strategies, and we've supported projects of all sizes; from small local initiatives to large national organisations. Our services range from **bid writing and fundraising reviews, to senior management cover, event management, registration support, and website design,** giving our clients the tools they need to succeed.

Based in the North East of England, we work with clients across the **UK and the world,** bringing decades of combined experience and a strong reputation for delivering results. Our approach is professional yet approachable, with values that align closely to those of the not-for-profit and private sectors alike.

Joining Ability Consultants means becoming part of a team that:

- Works closely with inspiring charities, community groups, and private organisations.
- Delivers high-quality support that creates real, measurable impact.
- Takes pride in helping good organisations achieve great outcomes.

We're a trusted partner across sectors and borders, committed to helping organisations unlock their potential and achieve lasting impact.

Steven Irvine-Duffy

Steven Irvine-Duffy
CEO

ABILITY CONSULTANTS OFFER:

- Expert knowledge of grant funders and funding management.
- Reliable, effective bid writing that gets it right first time.
- The freedom to focus on running their organisation while we handle complex funding applications.
- Access to additional funding streams they wouldn't otherwise have known about.
- A clear return on investment and significant growth in income.
- A supportive team with expertise, effective systems, and a safe pair of hands.

We achieved a Net Promoter Score (NPS) of 75 in our most recent client survey

For context, the global average NPS across all industries is around 32, while consulting and not-for-profit services average between 48 and 63. Our score of 75 places us firmly in the excellent category, showing that our clients are not only highly satisfied with our services, but are also enthusiastic about recommending us to others.

This outstanding result reflects the strength of our client relationships, the quality of our work, and the trust placed in Ability Consultants to deliver meaningful impact.

What have our clients said about us?





Job Description

Job Title: Bid Writer: Trusts and Foundations

Salary band:
£28,000 - £29,000 per annum (FTE)

Hours of work:
37.5 hours per week (based on a 37.5-hour working week)

Contract:
Permanent

Location:
Washington Business Centre, SR5 3NZ

Main purpose of job:
The Bid Writer will be responsible for researching, developing, and writing high-quality funding applications on behalf of our clients, across a range of themes and sectors. The postholder will play a key role in securing income to support the vital work of charities and community organisations, ensuring proposals are compelling, accurate, and aligned with funder priorities. Working collaboratively with colleagues and clients, the role will translate service delivery needs and impact into persuasive cases for support, while contributing to excellent funder stewardship.

Responsible to:
Operations Manager

Responsible for:
Not applicable

Holidays:
Annual leave 28 days (inc. public holidays) pro rata for part time employees.

Training and development:
A full induction will be given and training delivered in all relevant areas.

Benefits:
We offer a comprehensive employee benefits package, including access to Bright Exchange employee discounts, an Employee Assistance Programme (EAP) with Wisdom Supercare, Occupational Sick Pay (OSP), paid volunteer days, flexi-time, menopause support and a dedicated helpline, a 24/7/365 confidential Freephone counselling service with up to 10 structured counselling sessions per issue (available by telephone, online, video or face-to-face), confidential legal, medical and financial helplines, and a Virtual GP service providing access to same-day GP appointments where available.

Job Description

Main tasks of the job:

1) Research and identify funding opportunities from trusts, foundations, statutory bodies, and other grant-makers aligned to client needs.

2) Write and submit compelling funding applications that are accurate, persuasive, and tailored to funder priorities.

3) Liaise with clients to gather information, data, and case studies needed to evidence impact in proposals.

4) Develop clear cases for support that reflect clients' missions, outcomes, and the difference their work makes.

5) Maintain accurate records of applications, deadlines, outcomes, and reporting requirements across client accounts.

6) Support clients with reporting by preparing funder updates and monitoring returns in line with grant conditions, where applicable.

7) Track and analyse bid success rates to inform future applications and share learning with clients and colleagues.

8) Build and maintain relationships with funders, supporting excellent stewardship and ongoing engagement on behalf of clients.

9) Work collaboratively with colleagues across the consultancy to align bids with wider fundraising strategies and delivery models.

10) Keep up to date with sector trends and funder priorities, proactively identifying opportunities for clients across themes.

Role Criteria

Essential criteria:

We recognise that not every applicant will meet every single point listed. If you have the passion for the role and the ability and willingness to learn and develop, we warmly encourage you to apply.

Qualifications and knowledge:

- Good standard of education with evidence of strong literacy and numeracy.
- Knowledge of trusts, foundations, and statutory funding opportunities.
- Understanding of how charities, CIC and community organisations deliver impact.
- Knowledge of good practice in fundraising, bid writing, and grant stewardship.

Experience:

- Proven experience of writing successful funding applications to trusts, foundations, or statutory bodies.
- Experience of researching and identifying funding opportunities.
- Experience of collating information from multiple sources and presenting it clearly.
- Experience of building and maintaining positive working relationships with clients or stakeholders.
- Experience of using CRM or grants management systems.

Skills and abilities:

- Excellent written communication skills, with the ability to produce clear, concise, and persuasive proposals.
- Strong research and analytical skills, with attention to detail and accuracy.
- Ability to meet deadlines and manage multiple applications simultaneously.
- Ability to translate complex information into compelling, funder-friendly narratives.
- Strong IT skills, including Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to use project management or workflow systems (e.g., Trello, Asana, Monday.com).

Personal attributes:

- Self-motivated, proactive, and able to work independently.
- Collaborative and able to work effectively as part of a team.
- Flexible and adaptable to changing priorities and deadlines.
- Professional and client-focused approach.
- Commitment to organisational values, equality, diversity, and inclusion.

Role Criteria

Desirable criteria:

Qualifications and knowledge:

- Relevant qualification in fundraising, communications, or a related field.
- Awareness of current trends in philanthropy and statutory funding.
- Knowledge of monitoring and evaluation frameworks.

Experience:

- Experience of preparing reports and updates for funders.
- Experience of working in a consultancy or client-facing environment.

Skills and abilities:

- Ability to analyse bid performance and success rates.
- Ability to contribute to wider fundraising strategies.
- Full driving licence.

Personal attributes:

- Willingness to occasionally work outside normal office hours to meet deadlines.
- Interest in the charity and community sector.

Application process:

To apply, please send your **CV and a Covering Letter (optional)** to info@abilityconsultants.co.uk.

Closing date: 16/11/2026 at 23:59*

Interviews: Interviews to take place on a rolling basis

*Please note, that we are recruiting on a rolling basis and may close this vacancy early if a suitable candidate is appointed, so we encourage early applications.

Previous applicants need not apply.

If you have any questions about the role, please do email info@abilityconsultants.co.uk prior to making an application.



FUNDRAISING AND INCOME GENERATION SPECIALISTS

Ability Consultants are specialists supporting Charities, CIO's, CIC's Schools, Social Enterprises and Community Groups

Ability Consultants. Washington Business Centre, 2 Turbine Way, Sunderland, Tyne and Wear, SR5 3NZ

0330 094 8464

https://www.abilityconsultants.co.uk