ABILITY CONSULTANTS



JOB APPLICATION PACK

INCOME AND PROJECT DELIVERY OFFICER

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.

ABILITY CONSULTANTS

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.

We are proud that our staff feedback reflects the supportive and positive culture we aim to create every day.

- **90% of staff feel proud to work at Ability Consultants**
- **100% of our team strongly agree that staff wellbeing is important to Ability Consultants.**
- **100% of staff agree that the office culture at Ability Consultants is positive, with 82% strongly agreeing.**
- **92% strongly agree overall that they have a good work-life balance.**

What have our clients said about us?

"Ability Consultants have been an invaluable partner to OUT North East. Their support with funding advice, strategy and grant applications has been instrumental in our success, including helping us secure the finance needed to bring the ONE Centre to life - the regions dedicated LGBTQ+ community centre.

What dets Ability apart is that their work goes far beyond fundraising. The offer genuine guidance and honest conversations and real sense of friendship and shared purpose. We wouldn't be where we are today without their expertise and encouragement."

– Peter, CEO OUT North East





"Working with Ability Consultants since early 2025 continues to be a hugely postive experience for Blyth Tall Ship. As a small charity, strengthing and diversifying our income streams is vital, and Ability's support is both expert and tailored to our needs.

Our partnership is delivering tangible success and excellent return on investment, giving us greater confidence and capacity in our income generation work. it is a pleasure to work with such a committed, apprachable team, and we are very grateful for their ongoing support."

– Siobhan, CEO Blyth Tall Ship

Job Description

Job Title: Income and Project Delivery Officer

Salary band:
£29,580 - £30,580 per annum (FTE)

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

Contract:
Permanent

Location:
Hybrid working - based at Washington Business Centre, Sunderland, with the option to work from home for up to 20% of contracted hours

Main purpose of job:
To support the income generation, growth and diversification of Ability Consultants by working alongside senior leaders to identify and develop new business opportunities, strengthen partnerships, expand our services and lead on the development and delivery of projects. The postholder will take a proactive role in planning, coordinating, implementing and managing projects from inception through to completion, ensuring they contribute to the organisation's strategic ambitions, financial sustainability and continued growth.

The role will focus primarily on generating income and developing and delivering projects for Ability Consultants, including overseeing project activities, managing resources, monitoring progress and ensuring projects achieve their intended outcomes. The postholder will also support our wider client base through bid writing, project development and related income generation activities. They will help ensure that projects and services are delivered effectively, meet agreed objectives and timescales, respond to client needs and maintain high standards of quality, while identifying opportunities for service improvement and future development.

Responsible to:
Deputy CEO

Responsible for:
Income generation, project delivery, client relationships.

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. Work with senior leaders to identify and evaluate opportunities to diversify the business, extend our client base and develop new or improved services.

2. Research emerging needs, market trends, funding and commissioning opportunities and potential clients, presenting clear recommendations and practical next steps.

3. Translate agreed opportunities into development plans, proposals, service models, budgets, timelines and delivery arrangements, taking ownership of allocated actions.

4. Identify opportunities and prepare, write and submit high-quality grant applications, tenders, expressions of interest and supporting documents for Ability Consultants and their clients.

5. Identify, establish and strengthen relationships with partner organisations, commissioners, funders and other stakeholders; support joint initiatives and collaborative bids.

6. Lead specified internal or client-facing projects from planning and mobilisation through delivery, review and handover, coordinating people, resources, milestones and risks.

7. Attend and represent Ability Consultants at relevant meetings, events and networks, identifying opportunities.

8. Act on feedback and intelligence from clients and partners to improve service quality, drive innovation, identify new business opportunities and ensure the ongoing relevance of our offer, working alongside the Business Support Officer as appropriate.

9. Monitor and report on development activity, pipeline opportunities, bids, project progress and outcomes, keeping accurate records and using agreed CRM and project systems.

10. Work closely with the Operations Managers and team to ensure new commitments are realistic, properly scoped, resourced and handed over for effective delivery.

11. Contribute to business proposals, communications and promotional activity that clearly articulate Ability Consultants' expertise and value.

12. Work flexibly across changing priorities while upholding confidentiality, data protection, equality, diversity, inclusion, safeguarding and organisational values.

13. Maintain a commitment to continuous learning, professional development and improvement; undertake other reasonable duties consistent with the role.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the organisation and the overall business objectives of the organisation

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 continuous professional development.
- Understanding of business and project development, including how opportunities are researched, assessed and progressed.
- A good understanding of income generation, procurement processes and sales, including identifying and developing new business opportunities.
- An and an understanding of the needs of VCFSE (Voluntary, Community, Faith and Social Enterprise) organisations.
- Good working knowledge of Microsoft 365 and digital systems; understanding of confidentiality, data protection and equality, diversity and inclusion.

Experience

- Experience of project, business, service or organisational development, or a related role with demonstrable transferable skills.
- Experience producing high-quality written materials.
- Experience building relationships with clients, partners or external stakeholders.
- Experience coordinating workstreams or projects and delivering against deadlines.

Skills and abilities

- Excellent written and verbal communication, including persuasive bid and proposal writing.
- Ability to spot opportunities, develop ideas and turn them into achievable actions.
- Strong research, analysis, planning and organisational skills.
- Ability to build trust, work collaboratively with senior leaders and take ownership of specified projects.
- Ability to manage competing priorities, exercise judgement and deliver high-quality work.
- Sound commercial awareness combined with a commitment to positive client and social outcomes.

Personal attributes

- Dynamic, curious, proactive and comfortable working across a broad and evolving remit.
- Creative, solution-focused and willing to take initiative.
- Professional, dependable, resilient and adaptable.
- Committed to collaboration, inclusion, organisational values and continuous development.

Role Criteria

Desirable criteria:

Qualifications and knowledge

- Relevant qualification or training in business development, project management, fundraising or a related discipline.
- Knowledge of the charity, voluntary, social enterprise, consultancy or commissioning sectors.

Experience

- Track record of successful grant applications, tenders or other income-generation proposals.
- Experience developing new services, partnerships, markets or client relationships.
- Experience leading projects and producing budgets, monitoring reports or evaluation information.
- Experience of working with senior leaders on strategic or organisational development.

Skills and abilities

- Ability to facilitate meetings, consultations or partnership discussions.
- Experience using CRM or project management systems.
- Willingness and ability to travel to client and partner meetings as required, with occasional flexibility around working hours.

Personal attributes

- Enthusiasm for growing a values-led business while making a meaningful difference to clients and communities

Application process:

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

Closing date: 24/11/2026 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.

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

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