



Job Description and Person Specification

Job Role	Grants and Funding Manager
Employer	Love, Amelia
Accountable to	Chief Executive
Reports to	Chief Executive
Salary	£31,000 - £35,000 per annum dependant on experience
Hours	The role is available on a full time basis (37.5 hours), with flexibility to consider a four day working week. We are open to discussing working patterns that support both individual and organisational needs.
Holidays	25 days annual leave plus Bank Holidays (based on full-time hours and pro rata for part-time employees).
Contract type	Permanent
Location	Love Amelia, 2-3 Glaholm Road, Hendon, Sunderland, SR1 2NX

About The Organisation:

Love, Amelia is a registered Charitable Incorporated Organisation (CIO) supporting babies, children and families experiencing poverty and hardship across the North East.

Since launching in 2019, we have worked to ensure children aged from birth to 16 years have access to the essential items they need to be safe, happy and able to thrive. Through a network of professional referral partners, we provide practical support including clothing, beds and bedding, baby equipment, toiletries, toys, books and other essential items. Our work is underpinned by a commitment to dignity, respect and reducing waste, with new and preloved donations reused and redistributed wherever possible.

The families we support are often facing deeply challenging circumstances, including financial hardship, homelessness, domestic abuse, unemployment and exploitation. Alongside meeting immediate practical needs, we work collaboratively with organisations across the region to address the wider causes and impacts of poverty, connect families with longer term support and improve outcomes for children.

Love, Amelia is entering an exciting period of growth and development as we shape our strategy and priorities for the next three years. Sustainable income will be central to those ambitions, enabling us to strengthen our services, respond to increasing need and continue making a meaningful difference to children and families across the North East.

Overview of the role:

The Grants and Funding Manager will play a key role in securing sustainable income to support Love, Amelia's work with children and families across the North East.

Working as part of the wider fundraising team, you will be responsible for identifying and securing funding from a range of sources, with a particular focus on charitable trusts and foundations, grant-making organisations and corporate funding programmes. You will manage funding applications from initial research and approach through to reporting and stewardship, building strong relationships with funders and developing compelling applications that demonstrate the need for, and impact of, our work.

The role will also support the development of new and emerging income streams, including legacy giving, helping to diversify our income and strengthen the organisation's long term financial sustainability.

This is an excellent opportunity for an experienced fundraiser who can combine strong research and writing skills with relationship building, attention to detail, and a genuine commitment to improving outcomes for babies, children and families.

Key Duties and Responsibilities:

- **Grants & Trusts Fundraising** - Research and identify appropriate funding opportunities from charitable trusts, foundations, grant-making bodies, corporate funding programmes and other relevant sources. Develop high-quality, compelling applications for both core and project-specific funding, clearly demonstrating need, outcomes and impact.
- **Funding Pipeline & Income Targets** – Develop and maintain a strong pipeline of prospective and existing funders, planning applications and renewals to support agreed income targets. Monitor progress against targets and provide regular updates on applications, outcomes and future opportunities.
- **Funder Relationships & Stewardship** – Build and maintain positive relationships with existing and prospective funders, ensuring appropriate communication, updates and stewardship. Identify opportunities to strengthen relationships, secure renewed or increased support and develop longer-term funding relationships.
- **Legacy Giving** – Support the development and growth of legacy giving as an income stream for Love, Amelia, helping to establish appropriate processes, communications and opportunities for supporters considering leaving a gift in their Will.
- **Grant Management, Reporting & Compliance** – Manage funding requirements from award through to completion, ensuring conditions, deadlines and reporting requirements are understood and met. Produce accurate and timely reports that demonstrate the use, outcomes and impact of funding and maintain oversight of any restrictions or specific funder requirements.
- **Monitoring & Reporting** – Maintain accurate and up-to-date records of funding applications, awards, funder relationships, deadlines and outcomes, ensuring

information is recorded consistently to support effective pipeline management, forecasting and future funding activity. Provide regular income and progress reports to the Chief Executive and contribute appropriate updates for the Board of Trustees.

- **Collaboration** – Work closely with colleagues across Love, Amelia to gather financial, operational and impact information for funding applications and reports. Work collaboratively with the wider fundraising team to ensure funding activity complements other income generation activity and organisational priorities.
- **External Representation** – Represent Love, Amelia professionally at relevant funder meetings, networking opportunities and events, developing relationships and identifying opportunities that could support the organisation's work.

General Duties and Responsibilities:

- Champion and demonstrate Love, Amelia's values in all aspects of your work.
- Exercise a duty of care to safeguard and promote the welfare of children and adults, following the organisation's safeguarding policies and procedures.
- Promote equality, diversity and inclusion, ensuring everyone who comes into contact with Love, Amelia is treated with dignity, fairness and respect.
- Exercise reasonable care, skill and diligence in carrying out your duties.
- Protect the confidentiality and security of organisational and personal information by complying with GDPR, data protection requirements and relevant organisational policies.
- Take responsibility for your own health and safety and contribute to a safe working environment by following relevant policies, procedures and reporting identified risks or concerns.
- Undertake other reasonable duties appropriate to the role and in line with the needs of Love, Amelia.

Person Specification

Criteria	Essential / Desirable
Experience	
Proven experience of securing income through grants, trusts, foundations or other grant making bodies.	Essential
Experience of researching funding opportunities and developing a strong pipeline of prospective funders.	Essential
Experience of writing high-quality funding applications, including both core and project-specific funding.	Essential
Experience of managing successful grants, including monitoring, reporting and meeting funder requirements.	Essential
Experience of building and maintaining positive relationships with funders and external stakeholders.	Essential
Experience of working within the charity, voluntary or community sector.	Desirable

Experience of securing funding through corporate grant programmes or other institutional funding sources.	Desirable
Experience or knowledge of legacy giving and developing legacy income.	Desirable
Knowledge and Skills	
Excellent written communication skills, with the ability to develop clear, persuasive and compelling funding applications.	Essential
Strong research and analytical skills, with the ability to identify and assess appropriate funding opportunities.	Essential
Excellent organisational skills, with the ability to manage multiple applications, deadlines, reporting requirements and competing priorities.	Essential
Strong interpersonal and relationship building skills, with confidence communicating with a range of funders and stakeholders.	Essential
Strong attention to detail and ability to maintain accurate funding records and information.	Essential
Strong IT literacy, with confidence using Microsoft 365, CRM/database systems and other digital tools.	Essential
Understanding of the funding landscape and current challenges affecting charitable organisations.	Desirable
Personal Attributes and Behaviours	
Commitment to the values, vision, and mission of Love, Amelia.	Essential
A proactive and self-motivated approach, with the ability to work effectively both independently and as part of a small team.	Essential
Ability to build positive working relationships and work collaboratively with colleagues across the organisation.	Essential
Ability to confidently articulate Love, Amelia's work, funding needs and impact, and present compelling funding propositions to funders and other external stakeholders	Essential
Commitment to equality, diversity, inclusion and non-judgemental practice.	Essential
Professional, reliable and able to represent Love, Amelia positively with funders and external stakeholders.	Essential

Love, Amelia strives to create an inclusive team culture that reflects the diversity of the communities we serve. We are committed to making our recruitment process and roles accessible and encourage applications from people from a broad range of backgrounds and circumstances, including those who are underrepresented or have lived experience of the challenges facing the children and families we support.

We recognise the importance of work-life balance and offer flexibility in working arrangements, alongside additional time off between Christmas and New Year which does not come from your annual leave entitlement. We are also committed to supporting the continued learning and professional development of our team.

Submission deadline:

To apply, please submit a completed application form and a cover letter outlining your suitability for the role to steph@loveamelia.org.uk by 9am on Monday 5th October, 2026.

Contact:

For an informal discussion about the role, please contact Steph Capewell, Chief Executive at steph@loveamelia.org.uk