



Great North Air Ambulance Service

Job Description

Overview

Job title:	Grants and Trusts Lead
Department:	Income and Engagement
Main base:	Progress House, Urlay Nook Road, Eaglescliffe, Stockton-on-Tees, TS16 0QB
Pay band / allowances:	Band 4, circa £31,000 per annum
Hours:	37.5 hours per week, to be worked flexibly in line with business needs
Period of tenure:	Permanent

Organisational relationships

Reports to:	Fundraising Manager
Direct reports:	Grants and Trusts Officer
Key relationships:	Income and Engagement team members; Operations team; Senior Leadership Team; funders; key charity stakeholders; volunteers; suppliers.

Our what, why and how

We provide outstanding pre-hospital care to people of the North when they need it most, keeping families and communities together by saving lives.

We **care** about: inclusion of all voices, each other, our supporters, our patients and their families.

We have the **courage** to: try new things, take measured risks, speak up and innovate in our field.

We are **committed** to: our purpose, the people we serve, the quality of our work, doing a good job.

Together, we save lives.

Job role summary

The Grants and Trusts Lead secures income from trusts, foundations and statutory funders by identifying funding opportunities, developing compelling applications and stewarding funder relationships. The role leads a structured grants pipeline, works across the charity to gather evidence, budgets and impact information, and ensures funder reporting requirements are met. The post also provides day-to-day leadership for the Grants and Trusts Officer, supporting performance, development and delivery against income plans.

Team organisational chart

Fundraising Manager → Grants and Trusts Lead → Grants and Trusts Officer

What you'll do

Core responsibilities

- Develop and deliver a Grants and Trusts strategy aligned to charity objectives and income priorities.
- Identify, research and develop new funding opportunities from trusts, foundations and statutory funders.
- Build and maintain a strong pipeline of prospective funders aligned to organisational priorities.
- Write high-quality, persuasive and tailored funding applications, bids and proposals.
- Work with colleagues across the organisation to gather stories, service data, project information and budgets.
- Prepare engaging impact reports and funder updates, ensuring reporting requirements and deadlines are met
- Develop and nurture strong relationships with new and existing funders through excellent stewardship and communication.
- Maintain accurate grant records through the charity's CRM and grant tracking processes.
- Ensure grants activity follows fundraising best practice, due diligence requirements and data protection standards.
- Collaborate with fundraising and marketing colleagues to support wider organisational objectives and campaigns.

Leadership, management and training responsibilities

- Manage, develop and motivate the Grants and Trusts Officer to deliver against agreed plans, objectives and targets.
- Set clear priorities, monitor progress and provide regular feedback, coaching and support.
- Support induction, development planning, mandatory training compliance and performance conversations for direct reports.
- Contribute specialist knowledge of grants and trusts fundraising to support learning across the Income and Engagement team.

Communication and relationship responsibilities

- Communicate persuasively in writing with funders, tailoring applications, reports and updates to their priorities and requirements.
- Build effective working relationships with internal colleagues to gather timely, accurate and compelling information for applications and reports.
- Influence and advise colleagues on funder requirements, eligibility, deadlines, evidence needs and stewardship commitments.
- Represent the charity professionally with external funders, stakeholders, volunteers and suppliers.
- Handle sensitive or unsuccessful funding discussions appropriately, maintaining positive funder relationships where possible.

Planning and organisational responsibilities

- Plan and manage a varied programme of funding applications, reports, stewardship activity and internal information-gathering deadlines.
- Maintain an organised, forward-looking pipeline with clear ownership, deadlines, funder requirements and next actions.
- Coordinate input from operational, finance, fundraising and marketing colleagues to support accurate and timely submissions.
- Balance short-term submission deadlines with medium-term pipeline development and strategic funding priorities.

Analytical and judgement responsibilities

- Research and assess funding opportunities, judging strategic fit, eligibility, income potential, restrictions and reporting requirements.
- Interpret project information, budgets, outcomes and impact evidence to shape persuasive and accurate applications.
- Use judgement to prioritise opportunities, recommend approaches and identify risks linked to funder requirements, deliverability and compliance.
- Review funding performance and pipeline information to inform planning, forecasting and continuous improvement.

Financial and physical resource responsibilities

- Work with colleagues to prepare, check and present accurate project budgets and financial information within applications and reports.
- Monitor restricted funding requirements and reporting commitments in line with funder expectations and internal processes.
- Use organisational equipment and resources appropriately, including laptops, office equipment and materials used for meetings or funder engagement.

- Support effective use of income generation resources by identifying high-quality funding opportunities and managing effort against likely return.

Information resources

- Maintain accurate and up-to-date grant records, funder information, pipeline data, deadlines and stewardship notes on the charity's CRM and tracking systems.
- Produce clear reports and updates for funders and internal stakeholders as required.
- Handle information in line with data protection, confidentiality, fundraising compliance and organisational record-keeping requirements.
- Contribute to improvements in grant tracking, reporting processes, templates and ways of working.

Policy and service development responsibilities

- Contribute to the development and continuous improvement of grants and trusts fundraising systems, processes and reporting frameworks.
- Support compliance with fundraising best practice, due diligence requirements, data protection standards and relevant organisational policies.
- Identify opportunities to improve the quality, consistency and effectiveness of applications, stewardship and funder reporting.
- Undertake additional duties and projects appropriate to the role as required by the Fundraising Manager.

General

- We work where we're needed most, so this role includes regular travel between bases, partner organisations, and other stakeholder venues. Flexibility is important, as occasional overnight stays and some work outside normal business hours may be required to support the people and communities we work with.
- This job description provides an overview of the role. As part of a flexible and growing organisation, you may be asked to take on other responsibilities appropriate to the position as our needs evolve.
- All employees are expected to complete and maintain mandatory training relevant to their role, ensuring compliance with organisational policies, legal requirements, and professional standards.

Safeguarding and DBS

We believe creating safe, supportive environments is everyone's responsibility. You'll be expected to recognise and act on any concerns relating to

the safety, wellbeing, or welfare of children, young people, and vulnerable adults, following our safeguarding procedures and reporting concerns appropriately. You'll keep your safeguarding knowledge up to date through required training, embed safeguarding into your day-to-day practice, and comply with all relevant checks and requirements, including DBS checks where applicable.

Person Specification

	Essential	Desirable
Qualifications and training	- Bachelor's degree, or able to demonstrate equivalent knowledge and experience gained through relevant training and experience. - Full driving licence and ability to travel for role-related meetings and visits.	Relevant fundraising, charity, bid writing, project management or leadership qualification/training.
Skills and knowledge	- Excellent written communication skills, with the ability to produce persuasive, tailored and high-quality funding proposals. - Strong relationship-building and interpersonal skills, with the ability to engage funders and internal teams. - Strong analytical skills, with the ability to interpret project information, data, budgets and outcomes.	- Understanding of the UK charity fundraising landscape and grant-making environment. - Knowledge of impact measurement and evaluation frameworks.

	• Strong organisational skills, with the ability to manage a varied workload and meet multiple deadlines. • Good understanding of fundraising principles, compliance requirements and due diligence processes. • Competent IT skills, including Microsoft Office and experience using CRM or grant tracking systems. • Understanding of data protection requirements and confidentiality in a fundraising context.	
Experience	• Experience in trusts, foundations, statutory fundraising or a comparable income generation role. • Demonstrable success in researching, developing and securing funding from trusts and/or other grant-making bodies. • Experience of writing high-quality funding applications, bids or proposals. • Experience of managing and maintaining a structured pipeline of funding opportunities. • Experience producing clear reports or updates for external stakeholders or funders. • Experience working cross-functionally to gather	• Experience working within the charity or not-for-profit sector. • Experience of statutory funding applications, including local authority, government or NHS funding streams. • Experience leading or contributing to strategic fundraising planning. • Experience of donor or funder stewardship and relationship management. • Experience improving fundraising systems, processes or reporting frameworks.

	information, budgets, data and impact evidence. • Experience of managing staff, volunteers or project teams, including setting objectives and supporting performance.	
Other	• Proactive, self-motivated and target-driven, with a strong focus on results and income generation. • Collaborative team player with the ability to build effective relationships across departments. • High attention to detail and commitment to accuracy and quality • Ability to motivate, support and develop others. • Creative and solutions-focused approach to developing funding opportunities and improving processes. • Commitment to the values and mission of GNAAS. • Ability to work flexibly, including occasional work outside normal business hours and travel to meetings, bases and stakeholder venues.	• Knowledge of the communities served by GNAAS and/or experience engaging with regional funders.

Job Risk Profile Grants and Trusts Lead						
	Details of Risk Level					
This Role Involves	Yes	No	Rare	Occasional	Frequent	Examples
Lifting heavy objects between 6 to 15 Kg	X			X		Occasional movement of laptops, meeting materials, printed proposals, funder packs and event or stewardship materials.
Lifting heavy objects above 15 Kg		X				Not normally required for this role.
Using equipment to lift, push or pull patients/objects		X				Not normally required for this role.
Running in an emergency		X				Not normally required for this role.
Driving alone/with passengers/with goods	X			X		Travel to funder meetings, GNAAS bases, stakeholder venues and occasional transport of work materials.
Invasive surgical procedures		X				Not applicable to this non-clinical role.
Working at height		X				Not normally required for this role.
Concentration to assess patients/analyse information	X				X	Frequent concentration when researching funders, analysing requirements, reviewing budgets, writing applications and preparing reports.
Response to emergency situations		X				Not part of the normal duties of this role.

	Details of Risk Level					
This Role Involves	Yes	No	Rare	Occasional	Frequent	Examples
Clinical Interventions		X				Not applicable to this non-clinical role.
Informing or dealing with patients / family / carers / employees / stakeholders of unwelcome news	X			X		Occasionally communicating unsuccessful funding outcomes, sensitive funder requirements or difficult internal updates linked to applications and reporting.

	Details of Risk Level					
This Role Involves	Yes	No	Rare	Occasional	Frequent	Examples
Exposure to verbal aggression		X	X			Not expected as part of normal duties; possible rare exposure during external interactions.
Exposure to physical aggression		X				Not normally required or expected for this role.
Clinical hands-on patient/client care		X				Not applicable to this non-clinical role.
Contacts with blood/bodily fluids		X				Not applicable to this non-clinical role.
Exposure to unpleasant working conditions dust/dirt/fleas		X	X			Not normally required; possible rare exposure during site visits or events.
Concentration required when using checking documents, writing reports and analysing statistics	X				X	Frequent use of concentration when checking documents, applications, budgets, grant conditions, reports and statistics.
Computer Use	X				X	Frequent computer use for research, applications, CRM updates, pipeline management, reporting, email and document production.