



# Grants Manager

## Recruitment Pack

# About Us

LFT Charitable Trust was established as a family foundation in 2017 to promote and support charitable purposes and activities. We are a family-led Trust funded by entirely by donations from Alterity Investments, a privately-owned property and investment company, which has pledged up to 50% of annual operating surpluses to LFT.

## Current Board of Trustees

Gavin Lonergan, Chair  
Aidan Lonergan, Settlor & Trustee  
Anne Lonergan, Trustee  
Darren Lonergan, Trustee  
Ciara Lewis, Trustee  
Jill Downing, Trustee  
Joe McVey, Trustee

## Current Staff Team

Aisling Johnston, Chief Executive  
Nancy Eaton, Grants & Admin Officer



# Vision & Aims

*LFT's vision is of a just world where people have equal opportunity to transform their lives, participate in their communities and build successful futures.*

LFT aims to fund work delivered by partner organisations which:

- will make a lasting difference to people's lives as well as alleviating the symptoms or current problems;
- is aimed at reducing isolation, inequality and stigma; and
- inspires or empowers individuals to realise their potential and share in the life of the whole community.

## Values

LFT Charitable Trust is family led and reflects the vision and values of its founders.

### Compassion

We are committed to listening to and understanding the needs of those who are suffering and we are driven by a desire to act responsibly.

### Fairness and Integrity

We aim to operate in a clear and transparent manner and make the process of applying for funds as simple as possible for prospective partners

### Continuous Learning

We seek to build honest relationships with partners in which both success and failure offer opportunities for learning. We strive to be responsive to change, unexpected consequences and external developments that require shifts in strategy and expectations.

### Partnership & Collaboration

Recognising we can achieve little on our own, we aim to develop close relationships with our partners in order to best support their work and to achieve shared goals.

# What we do

## Grant Making

LFT Charitable Trust is primarily a proactive funder. We build our knowledge by talking to and meeting with individuals and organisations working within our priority areas. This approach enables LFT to proactively identify, through research and engagement, initiatives and organisations related to LFT's focus areas. Where we identify opportunities and the prospect of a project that aligns with our current grant making policy, we invite proposals for funding. This pre-invitation engagement is led by individual Trustees, facilitated by the Executive Team.

Invited applications are scored by the sponsoring Trustee and presented as a recommendation, if appropriate, to the full Board of Trustees who are responsible for all grantmaking decisions.

On occasion the proactive approach will be supplemented by open calls for speculative applications to address a specific need or beneficiary group. In the past 12 months we have made open calls for applications to support people in recovery from addiction, projects tackling poverty at grassroots level, nature-based interventions to support mental health and the provision of adult counselling.



## Personal Involvement

LFT aspires to be recognised as a relational funder and Trustees are committed to adopting a personal approach in grantmaking. Trustees are typically engaged from the outset meeting prospective grant partners before inviting an application and keeping in touch post award.

It is recognised that the personal visit is as much to benefit the grant partner in a display of support as it is to inform and enhance LFT's knowledge and understanding of the sector and its challenges.



## Areas of Interest

LFT Charitable Trust will only make grants that further its charitable purposes for public benefit.

The charitable objects are defined in the Trust Deed as follows: the relief of the suffering and distress of those persons who are in need; the furtherance and advancement of the education of children and adults; and the promotion of the health and wellbeing of children and adults.

## Principles of LFT Grant Making

Our grant making strategy is reviewed and updated at regular intervals to ensure it is responsive and relevant to current needs.

A number of guiding principles that underpin the strategy have been agreed:-

- LFT attaches great importance to its role as a family foundation which embraces and promotes the family's values
- LFT will focus on its role as a grant making body responding to the expressed needs of the community & voluntary sector rather than directing and managing projects to secure specific outcomes
- LFT strives to be a responsible grant maker by building trusted and equitable relationships with grant partners that will foster partnership and true collaboration
- LFT seeks to prioritise the promotion of the impact and value delivered by its grant partners rather than the role of LFT as a grant making body
- LFT aims to carve out a position as a perpetual independent family foundation that sets its own agenda and retains agility and flexibility to respond to emerging needs

## Grant Partners

Identifying the right network of dedicated and ambitious partners enables us to deliver on our charitable purposes and activities.

Our Ideal Grant Partner demonstrates:

- **Effectiveness and impact** – expert understanding of the issue, how best to address it, how to measure and continuously improve outcomes;
- **Strong governance and management** – a leadership team that is passionate, professional, ambitious, courageous and credible;
- **Synergy** – connecting and collaborating with others to maximise outcomes for beneficiaries;
- **Grassroots Engagement** – lived experience, strong track record, embedded in their community and a history of mobilising collective action.

## Funds Committed

To date LFT Trustees have pledged over £5m in grants to almost 160 grant partners. Funds totalling £4.5m have been disbursed.

## ARC Fitness



ARC Fitness uniquely combines the therapeutic benefits of exercise, education and individual coaching to support people in recovery from addiction.

## L'Arche



The belief that everyone has unique gifts to offer, and that true community is built on the recognition and celebration of these gifts, is central to L'Arche.

## Women's TEC



Women's TEC was established with a clear vision in mind: to break down barriers, challenge stereotypes and create a more inclusive and diverse workforce.

## Crisis Café



The goal in setting up Crisis Café was to empower young people with leadership skills to create and direct solutions that make a real difference to mental health provision.

## Angel Eyes



Angel Eyes NI empower families with information and skills to raise aspirations and make informed choices for their child.

## Oh Yeah Music Centre



Oh Yeah Music Centre use music as a unique and powerful stimulus for reawakening self-awareness and social connectedness in people with dementia.

# What we're looking for

LFT Charitable Trust is committed to funding powerful, life-changing initiatives led by our grant partners and we are excited to be seeking a **Grants Manager** to enhance and expand our grantmaking activities.

**The core focus of the Grants Manager role is to identify and build relationships with dedicated and ambitious grant partners that will be instrumental in making our mission a reality.**

If you are passionate about supporting grassroots organisations and feel you have the experience to identify, assess, support and collaborate with a range of grant partners, then this could be an ideal opportunity for you.

## Key Responsibilities

Manage the grantmaking process: soliciting applications; processing applications & undertaking due diligence; communications and the provision of feedback; issuing letters of offer; directing grant payments and maintaining accurate records.

Supporting a portfolio of grant partners to be ambitious and to measure and demonstrate impact.

Maintain up-to-date knowledge of trends and challenges shaping the community & voluntary sector using these insights to guide and inform grantmaking practice.

Prepare regular programme updates and impact reports for internal and external use.

Staff supervision and support.



# Grants Manager - Role Description

## Purpose

To deliver on all aspects of the Trust's grantmaking, ensuring that it is carried out effectively to further its charitable objectives and support grant partners to empower individuals to realise their potential and share in the life of the whole community.

## Specific Responsibilities Include:

### Grantmaking

- Contribute to the development and maintenance of a pipeline of applications that support LFT's strategic priorities.
- Advise prospective applicants on eligibility, interpretation of guidelines and submission of their applications.
- Process grant applications according to LFT's processes, screening for eligibility, completing initial assessments and checks of eligible proposals, and working with colleagues and Trustees to decide which applications to take forward.
- Perform due diligence checks on prospective grant partners including the analysis of charity accounts, compliance with governance standards and confirmation of legal status.
- Ensure that all decisions are communicated to successful and unsuccessful applicants, giving relevant and useful feedback where appropriate.
- Issue Letters of Offer to new grant partners and work to ensure grants payments are made in a timely manner and transactions are recorded accurately for audit requirements.
- Manage and maintain the grants database to ensure timely and effective tracking of applications and grants.
- Ensure that all grantmaking records are appropriately stored.

### Grant Partner Relations

- Provide support, as the named point of contact, to up to 70 live grant partners, and process and respond to their progress and final reports as they are received.
- Visit grant partners as necessary.
- Ensure excellent grant partner experience and deal effectively with any concerns raised.

### Performance & Impact Reporting

- Be responsible for the quality and management of grantmaking data – analysing trends and providing reports on data relating to applications and grants as required.
- Design and produce metrics on the distribution and impact of Trust's activities, as required.
- Monitor progress on grants awarded and ensure adequate evaluation of impact and timely reporting to Trustees.



- Prepare regular programme and grant updates and reports for internal and external use, including the website, newsletters, quarterly reports, Annual Reviews and Board papers.
- Attend Trustee Board meetings, as required, and produce reports, ensuring clear and accurate documentation and data integrity.
- Build and strengthen effective working relationships with grant partners, prospective grant partners, other funders, government agencies, policy groups and other institutions

### Strategic Review

- Oversee and seek to improve the grant life cycle, from how applications are sourced, evaluated, the application process, due diligence review, approval, grant agreement, payment and reporting.
- Keep abreast of relevant current issues in the charity and grantmaking sector and develop appropriate links and networks to support this – using these insights to inform internal practice.
- Oversee and engage in specific research in relation to current funding priorities or potential new areas of activity.
- Contribute to the development and delivery of a grantmaking strategy that incorporates innovative and creative grant making opportunities to ensure effective engagement of Trustees and support to grant partners

### Line Management & Support

- Manage any other staff in the Grants Team.

Undertake any other duties as required, commensurate with the role.



# Grants Manager - Person Specification

## Key Qualities

- A genuine interest in the community & voluntary sector and its ability to transform lives
- Fosters strong relationships
- Approaches responsibilities with drive and enthusiasm
- Demonstrates strong integrity and upholds the highest professional standards.
- Committed to continuous learning and development

## Essential Skills & Experience

- Five years' relevant experience
- Relevant business, finance or voluntary sector qualification
- Strong financial skills with the ability to understand, interpret and appraise annual accounts and other financial information
- Highly organised and meticulous – able to plan and manage a diverse workload and meet deadlines
- Skilled in the design and construction of MS Excel spreadsheets
- High level of interpersonal and communication skills
- Access to a mode of transport appropriate to fulfil this role and travel throughout NI

## Desirable Skills & Experience

- Specific grantmaking experience i.e. programme design & development, assessing & appraising applications etc
- Previous experience working in a consultancy or advisory role to small businesses and/or not for profit organisations
- Understanding and practical experience in measuring and reporting impact
- Experience using Customer Relationship Management (CRM) software and strategies to improve client relationships, enhance client experience, and drive growth

## Salary & Benefits

- £36,000 - £42,000 (subject to qualifications and experience)
- Permanent position, subject to successful probation
- 5% employer pension contribution
- 31 days holiday entitlement
- Learning & development opportunities
- Accessible office location with free parking
- Smart modern working environment
- Small dynamic team that works closely together



# The Application Process

1. Interested candidates are asked to download the Job Application Form available [here](#)
2. Completed forms should be submitted via email to [jobs@lftcharitabletrust.com](mailto:jobs@lftcharitabletrust.com) by **3pm on Monday 2<sup>nd</sup> June 2025**.
3. It is anticipated that interviews for the position will be held the week commencing 23<sup>rd</sup> June 2025.

Candidates invited to interview will be asked to complete a short assignment in preparation. This task is designed to take no more than 1-2 hours and will focus on assessing analytical skills and capabilities relevant to the role. Full instructions will be provided upon interview confirmation.

4. All offers of employment are subject to receipt of satisfactory references. Referees will not be contacted prior to a job offer being made.



**Enquiries related to this recruitment can be addressed to:**

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4 Annadale Avenue  
Belfast  
BT7 3JH

Tel: 028 9620 6151

Email: [jobs@lftcharitabletrust.com](mailto:jobs@lftcharitabletrust.com)

Web: [www.lftcharitabletrust.com](http://www.lftcharitabletrust.com)

LFT is registered with the Charity Commission for N. Ireland NIC107373