



# Administrator 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  
Sinead Tierney, Grants Manager (01.09.25)



# 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.

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.



## 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.

## Funds Committed

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



# What we're looking for

LFT Charitable Trust is committed to funding powerful, life-changing initiatives led by our grant partners. If you are a capable and confident administrator looking for a part-time role where your contribution really matters, then this could be an ideal opportunity for you.

**The core focus of the Administrator role is to provide high quality administrative support to the team.**

## Administrator – Role Description

### General Administrative Tasks

- Word processing
- Minute taking
- Maintaining & updating grant partner records
- Effective filing and data storage
- Maintain financial records on MS excel
- Diary management and co-ordination of visits to existing and prospective grant partners
- Visually attractive presentation of reports and data

### Grant Partner Support:

- Act as a primary point of contact
- Responding to letters, emails and phone calls in a timely, helpful and professional manner
- Receipt of applications and preparation of files for assessment
- Assisting with the due diligence process of prospective grant partners
- Receipt & collation of monitoring & evaluation reports
- Collation and presentation of data from grant partner satisfaction surveys
- Build relationships with LFT grant partners, taking an interest in their work
- Developing an understanding of the needs of the local community & voluntary sector

### Trustee Support:

- Provision of secretarial and research support to Trustees
- Assisting with the regular review of policies, procedures and paperwork
- Identification of prospective grant partners
- Preparation of reports to support Trustees in making grant-making decisions

### Communications:

- Updating the website (Wordpress) and other social media platforms with grant partner profiles, upcoming funding opportunities etc
- Assistance with event planning and execution

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

## Administrator – Person Specification

### Key Qualities

- A proactive and professional attitude to work
- Ability to handle sensitive and confidential information and report with accuracy and attention to detail
- Ability to work independently and in conjunction with other colleagues, managing own time and workflow effectively
- Ability to develop and maintain excellent working relationships with a variety of stakeholders
- Motivated to learn and develop personally.

### Essential Skills & Experience

- Minimum 3 years' experience in an administrative role
- Min 5 GCSE's (A-C) or equivalent with English and Maths included or QCF Level II (previously NVQ) in Business Administration or equivalent relevant qualification
- High level of literacy and numeracy skills
- IT literate with demonstrable experience of Microsoft Office to include word processing and excel spreadsheets, with the ability and desire to learn new systems
- Excellent oral and written communication skills
- Excellent customer service skills
- Sound planning & organisational skills

### Desirable Skills & Experience

- An understanding of the needs of the community & voluntary sector in NI
- Experience of working in a grantmaking or other organisation in support of the community & voluntary sector
- Experience in using customer relationship management (CRM) systems
- Experience in using SAGE accounts packages
- Skilled in using graphic design tools such as Canva and Unsplash for social media content, presentations, reports etc
- Access to a form of transport to enable occasional travel within NI.

### Salary & Benefits

- £14,285 - £15,428 (£25-27,000 Full Time Equivalent)
- Permanent position, subject to successful probation
- 5% employer pension contribution
- 31 days (FTE) 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 1<sup>st</sup> September 2025**. CVs and/or other attachments will not be accepted.
3. It is anticipated that in-person interviews for the position will be held the week commencing 15<sup>th</sup> September 2025.
4. All offers of employment are subject to receipt of satisfactory references. Referees will not be contacted prior to a job offer being made.

LFT Charitable Trust is an equal opportunities employer, which means that we are committed to providing equality of opportunity in employment to all persons. We welcome applications for this position from all suitably qualified persons and commit to make our selection based on qualifications and ability to do the role.

If your disability precludes you from completing the application form or any part of our recruitment and selection process, please email [lft@lftcharitabletrust.com](mailto:lft@lftcharitabletrust.com) or phone 028 9620 6151, for alternative arrangements and/or reasonable adjustments to be made.



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

LFT Charitable Trust  
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