

LGBT+ Fund Grants Lead

# Recruitment pack

July 2026



**LGBT+ FUND**  
powered by CONSORTIUM



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## About the LGBT+ Fund

The LGBT+ Fund, powered by Consortium, is the home of our grant-giving and investment work for LGBT+ organisations and groups across the UK. Since 2019, Consortium has worked with funders, donors, members, grantees and Community Panellists to move resources into the parts of the LGBT+ sector that need them most.

Our ambition is to grow the Fund as a long-term source of community-owned investment, combining financial support with practical, relational and capacity-building support for LGBT+ organisations.

## Key summary of the role

|                      |  |
|----------------------|--|
| <b>Job Title:</b>    | LGBT+ Fund Grants Lead<br>(Grant-making and grant administration, not fundraising)   |
| <b>Hours:</b>        | Full time, 30 hours per week<br><br>(Please note, Consortium operates a 4-day week, which equates to 30 hours per week for a full-time role) |
| <b>Reports to:</b>   | Head of Partnerships and Development   |
| <b>Remuneration:</b> | £31,333, plus 5% pension contributions   |
| <b>Based:</b>        | Home-based in England  |
| <b>Terms:</b>        | Initial 1-year contract subject to extension, 25 days personal annual leave entitlement plus bank holidays                                   |
| <b>Deadline:</b>     | Application closing date: 9am Thursday 23 <sup>rd</sup> July 2026<br><br>Interviews to take place on Wednesday 29 <sup>th</sup> July 2026    |

If you are appointed to this role, you will among other (full job description can be found on [page 4](#)):

- Administer all elements of the grant distribution process for our LGBT+ Fund.
- Support LGBT+ organisations to access our grant funds, including guided application processes.
- Support our Community Panellists in the awarding of grants to grassroots LGBT+ organisations, using our Participatory Grant-Making principles.
- Provide ongoing support to grantees during the lifetime of grant awards, in partnership with our Participation and Support Officer.

We are committed to improving representation across our organisation and believe that Consortium's team should reflect our diverse communities. With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific and intersectional issues faced by LGBT+ communities, including from lived experience.

## What we do

We are a national specialist infrastructure and membership organisation. We work to build the resource, sustainability and resilience of LGBT+ groups, organisations and projects so that they can deliver direct services, campaign for individual rights and create lasting change for LGBT+ communities.

### **We work with LGBT+ groups**

We offer a range of practical support for people who run LGBT+ groups, projects and networks.

### **We build networks**

We facilitate a range of thematic networks across the LGBT+ sector.

### **We generate impact data**


We help LGBT+ groups identify the changes their work is making and how to demonstrate it.

### **We award grants**

Through the LGBT+ Fund, powered by Consortium, we move resources into LGBT+ organisations and groups through participatory, accessible and community-led grant-making.

### **We champion collaboration**


We lead a range of innovative collaborations that bring LGBT+ groups together to develop and deliver projects.



We work to provide the resources LGBT+ groups and organisations need to thrive and build a strong case for support



We support the growth and development of LGBT+ groups and organisations



We support LGBT+ groups and organisations to prepare for, respond and adapt to the changing environment

## Working with us

We work hard to maintain a supportive, friendly and inclusive working environment. We are proud of our organisational culture, which centres team wellbeing, trust, flexibility and the conditions people need to do their best work.

You will be joining a collaborative and values-led team where learning, reflection and mutual support are built into how we work. We know this role involves detailed processes, careful decision-making and relationships with applicants, grantees, funders and Community Panellists, so we will provide induction and ongoing support around Consortium's approach, the LGBT+ Fund, participatory grant-making and our CiviCRM Grants Management System.

We value curiosity, openness and a willingness to learn. We also recognise that grant-making work can involve complexity, competing priorities and responsibility for important decisions, so we work together to make sure no one is carrying complex work alone.



### Employee benefits:

- Working from home, as part of a fully remote organisation
- A 4-day working week
- Discretionary working from home payment
- Flexible working environment
- Auto-enrolment pension scheme
- Birthday leave
- Consortium days leave over the festive period
- A supportive team culture with regular supervision, learning and reflection

## Job description

|                      |  |
|----------------------|--|
| <b>Job Title:</b>    | LGBT+ Fund Grants Lead<br>(Grant-making and grant administration, not fundraising)   |
| <b>Hours:</b>        | Full time, 30 hours per week<br><br>(Please note, Consortium operates a 4-day week, which equates to 30 hours per week for a full-time role) |
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| <b>Remuneration:</b> | £31,333, plus 5% pension contributions   |
| <b>Based:</b>        | Home-based in England  |
| <b>Terms:</b>        | Initial 1-year contract subject to extension, 25 days personal annual leave entitlement plus bank holidays                                   |
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Consortium has implemented practices that aim to reduce bias in our recruitment process. When reviewing applications, the information provided in your covering letter will be viewed independently, without access to information from your CV or the personal details provided.

We are committed to improving representation across our organisation and believe that Consortium's team should reflect our diverse communities. With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific and intersectional issues faced by LGBT+ communities, including from lived experience.

Appointments will be based on merit. Equity is important to the success of our team and work. We don't want any barriers to applying so if you would like to discuss particular aspects of our approach or get a better understanding of whether Consortium is right for you, then please contact Heather, our Head of Partnerships and Development, at [heather@consortium.lgbt](mailto:heather@consortium.lgbt)

## Background and role purpose

Consortium's **LGBT+ Fund** is a central part of our work to resource, strengthen and sustain LGBT+ organisations and groups across the UK. Through the Fund and our wider grant-making activity, we move resources to a diverse and intersectional range of LGBT+ organisations, with a particular focus on communities and organisations that are under-resourced, marginalised or facing increased pressure.

This role sits at the heart of [Consortium's 2026-30 strategy](#), particularly our commitment to grow investment in LGBT+ communities, strengthen sector capacity, and use data and learning to better understand where resources are most needed. It will support the long-term ambition of the LGBT+ Fund to become a sustainable, trusted and community-led source of investment for LGBT+ organisations across the UK.

Our grant-making is participatory, community-led and rooted in lived experience. Community Panellists are not an add-on to our process: they are central to how we understand need, assess applications and make funding decisions. This role will help ensure Panellists have the information, systems access, support and conditions they need to make fair, informed and equitable decisions.

We also aim to practise relational funding, recognising that many LGBT+ organisations, particularly smaller and grassroots groups, need funding processes that are accessible, proportionate and supportive. This means building respectful relationships with applicants and grantees, offering clear guidance, reducing unnecessary barriers, and ensuring that our processes work for the communities they are designed to support.

Working as part of our Giving team, the successful candidate will support the effective administration of our current grant-making programmes, which will involve funding from multiple sources. The role will help ensure our grant-making processes are well managed, accessible and equitable, and that applicants, grantees and Community Panellists are supported throughout the process.

The role will also play a key part in the effective use of our bespoke CiviCRM Grants Management System, helping to maintain accurate application, assessment, due diligence, decision-making, payment, monitoring and reporting records. This will be essential to running accessible grant processes, supporting Community Panellists, meeting funder requirements and generating useful learning about the needs of the LGBT+ sector.

Learning from our grant-making activity continues to help us identify priority areas for resourcing across LGBT+ communities. These include trans and non-binary organisations, older people's organisations, organisations working with LGBT+ women, organisations working with D/deaf, disabled and neurodivergent people, and organisations working with people from the Global Majority / People of Colour. We also recognise that many other areas of community-led LGBT+ work need support. Through our ongoing fund development work, we aim to grow the LGBT+ Fund and secure additional resources for distribution across the sector.

This role will work closely with our Participation and Support Officer, who provides direct support to applicants and grantees, and our LGBT+ Fund Development Manager, who leads on developing and growing the LGBT+ Fund.

At a time when voluntary sector funding remains under significant pressure, and when LGBT+ communities are experiencing rising demand, increasing hostility and sustained attacks on our rights, this work is more important than ever. It is also an exciting opportunity to help strengthen one of the UK's most important sources of dedicated support for LGBT+ organisations, and to contribute to a long-term plan for the sustainability and resourcing of LGBT+ activity across the country.

### **What you will help make possible**

In this role, you will help move funding to LGBT+ organisations and groups that are often closest to community need but furthest from traditional sources of power and resource. You will support fair, accessible and community-led grant-making processes, help Community Panellists make informed decisions, and ensure our grants data and systems give us a stronger picture of where investment is needed.

This is a practical, detail-focused role, but it is also a movement-building role. By helping the LGBT+ Fund work well, you will be helping to strengthen the foundations of LGBT+ organisations across the UK.

# Main duties

## Grant programme coordination

- Coordinate all aspects of our onward grant-making activity, including application processes, eligibility checks, due diligence, panel preparation, decision-making, grant agreements, payments, monitoring and reporting.
- Maintain and update grant-making processes, guidance, templates and support documents, ensuring they are clear, accessible and proportionate.
- Coordinate the promotion of available funds, including outreach to relevant LGBT+ organisations and groups.
- Maintain oversight of grants budgets, working with colleagues to ensure accurate financial records and timely grant payments.
- Work alongside the wider Giving team to support the ongoing development of our grant-making activity and the long-term growth of the LGBT+ Fund.

## CiviCRM Grants Management System

- Maintain accurate application, eligibility, due diligence, panel assessment, decision, grant agreement, payment, monitoring and reporting records within our bespoke CiviCRM Grants Management System.
- Act as a confident day-to-day user of the Grants Management System, supporting applicants, grantees, Community Panellists and colleagues to use relevant parts of the system effectively.
- Ensure grants data is accurate, up to date and useful for decision-making, reporting, learning and impact measurement.

## Community Panellist support

- Support the recruitment, onboarding, training, access needs, conflict of interest processes and ongoing engagement of Community Panellists.
- Prepare clear, proportionate and accessible panel papers, ensuring Community Panellists have the information they need to make rigorous and equitable decisions.
- Support Community Panellists to access our Grants Management System and participate fully in grant-making processes.
- Help Community Panellists make fair, balanced, proportionate and equitable funding decisions, in line with our participatory grant-making principles.

## Applicant and grantee support

- Support accessible and relational grant-making, including guided applications, informal applicant support and proportionate monitoring.
- Ensure applicants and grantees benefit from relevant support to help them develop and thrive, in partnership with the Participation and Support Officer and the wider team.
- Monitor and respond to queries received through the grants inbox, providing clear, timely and supportive communications to applicants, grantees, unsuccessful applicants, Community Panellists and other stakeholders throughout the grant-making process.
- Support grantees to meet reporting requirements and share learning about the difference

their work is making.

### **Learning, reporting and impact**

- Contribute to learning from grants data, including identifying geographic, thematic and intersectional gaps in resourcing.
- Produce regular reports on current grants activity, learning and impact for Consortium, partner funders and other stakeholders.
- Support transparent reporting on grant-making activity, including internal reporting, funder reporting, impact reporting and 360Giving data publication.
- Help ensure our grants programmes can evidence impact, identify unmet need and inform future funding priorities.

### **Team coordination and line management support**

- Provide co-line management support for Grants Officer(s), where relevant, including support with workload planning, induction, day-to-day guidance, supervision preparation and ensuring consistency across grant-making processes.
- Work with the Head of Partnerships and Development and wider Giving team to ensure Grants Officer(s) are supported to carry out their roles effectively, confidently and in line with Consortium's participatory, accessible and relational approach to grant-making.

## **General duties**

- Work effectively and efficiently in a remote and largely self-directed environment.
- Communicate regularly with Consortium's wider team and identify connections between your work and theirs.
- Act at all times in the best interests of Consortium, the LGBT+ Fund, and the LGBT+ organisations and communities we exist to support.
- Prepare for and attend regular supervision sessions with your line manager.
- Undertake appropriate administrative tasks as required, including monitoring and reporting requirements for funders.
- Carry out other duties as may from time to time be reasonably required.

# Person specification

## Essential

- Experience of grant-making, grant administration, programme administration or a comparable role involving detailed processes, records, deadlines and stakeholder support.
- Strong understanding of equity, accessibility and power in funding, with a commitment to participatory and community-led decision-making.
- Experience of supporting applicants, grantees, volunteers, panels, committees or community decision-makers.
- Strong attention to detail, including confidence with eligibility checks, due diligence, budgets, financial information and accurate record keeping.
- Confidence using databases, CRMs, spreadsheets or online systems to manage information and produce reports.
- Ability to communicate clearly and accessibly with a wide range of organisations, including small, volunteer-led and community-led groups.
- Experience of producing written materials, reports or summaries for decision-making, learning or accountability.
- Ability to manage competing deadlines and work independently as part of a remote team.
- Understanding of the specific and intersectional issues facing LGBT+ communities and organisations.

## Desirable

- Experience of working in or with the LGBT+ voluntary and community sector.
- Experience of using CiviCRM or another grants management system
- Experience of participatory grant-making.
- Knowledge of small charity governance, grassroots organising or community-led infrastructure.
- Experience of funder reporting, impact reporting, monitoring and evaluation, or 360Giving.
- Experience of supporting accessible application processes or guided applications.

These skills and competencies will be tested in the application process and subsequently within the interview process.

# Applications

Deadline for applications is **9am Thursday 23rd July 2026**.

Interviews will take place via a virtual video conference platform on **Wednesday 29th July 2026**.  
Access needs will be met for interviews.

[\[CLICK HERE\]](#) to access the online application form. You will be required to provide a copy of your CV and a cover letter focussing on how your experience links to the skills and person specification outlined in this job description.

If you cannot access the online form, or would prefer an alternative format, please contact [recruitment@consortium.lgbt](mailto:recruitment@consortium.lgbt). These will be processed in the same way as online submissions.

For more information about the role or Consortium please contact Heather at [heather@consortium.lgbt](mailto:heather@consortium.lgbt)