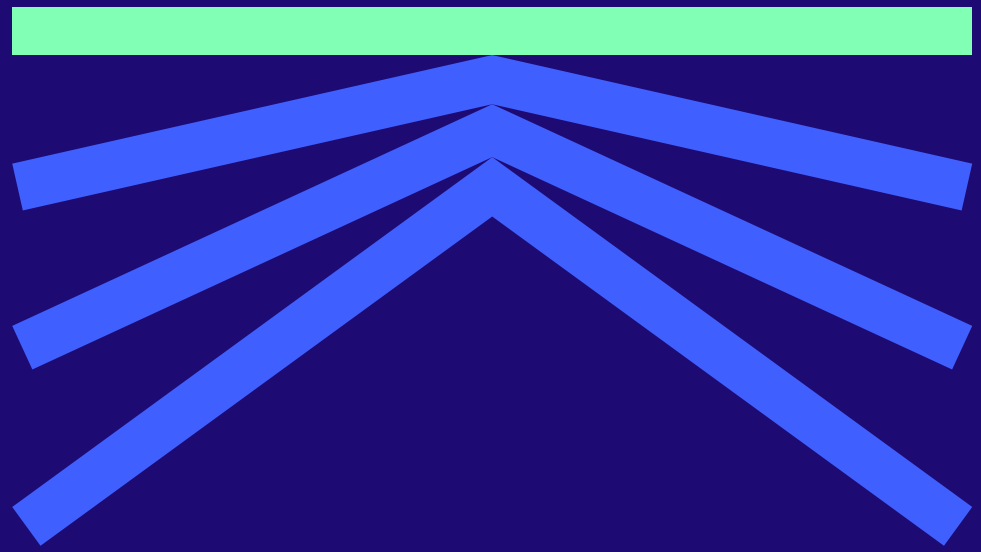
LEF Funding law for social justice

Grants Officer

October 2026



Accessibility

If you have any access requirements or would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact Belinda Berry, Operations Manager, at belinda.berry@lef.org.uk

LEF is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions.

We guarantee any applicant who declares they have a disability will be offered an interview if they meet the essential requirements of the job specification.

About LEF

We are a social justice foundation. Our mission is to strengthen the power of communities to use and shape the law for social justice.

To us, being a social justice funder means working towards a fair and equitable society - one where everyone has access to resources, rights are protected and expanded, and people can meaningfully influence the systems that shape their lives. We focus on supporting communities across the UK to address the root causes of injustice, seeing a role for the law that is deeply integrated with social movements and grassroots activism.

Our strategy

Our current strategy, launched in summer 2025, has three objectives:

- Support a generation of creative, collaborative social justice leaders who integrate the law into broader movements.
- Support organisations to use and shape the law to build solidarity and strengthen wider movements for justice.
- Use our power and influence as a funder and investor to protect and advance rights and social justice.

Our people

Our work is supported by our Board of Trustees, with sub-committees (for example the Grants and Learning sub-committee). Our staff team includes colleagues across grants, operations, learning, influencing and more.

The context for our grant making work

We are in the second year of a five-year strategy, 2025 – 30, in which our focus is the power of the law as a tool for social justice.

We believe that human rights and equalities face significant risk, and we know that the context for organisations working towards social justice in the UK is challenging. We also know that the legal system is too often used to oppress rather than defend those who need it most.

Through our strategy and the grants that we make, we want to fund work that connects the law with communities to achieve social justice. We fund small and medium-sized organisations that are accountable to their communities and committed to using the law to influence wider change. Our funding aims to build the long-term resilience and impact of these organisations.

We support work in all four nations of the UK, recognising the need to reflect local needs and differences, including the different legal jurisdictions and devolved powers.

Our grant programmes

Our grant making aims to create new connections between the law and communities facing injustice, through three open funding programmes:

Strengthening Justice: supporting organisations already using and shaping the law with communities.

Emerging Justice: supporting ‘by and for’ organisations to explore adding the law to their campaigns.

Justice First Fellowship: a scheme to support the next generation of social justice lawyers.

Through our Justice Collaborations subsidiary, we also host the **Justice Together Initiative,** a funding collective focused on transforming access to justice in the UK immigration system.

Power, Culture and Inclusion

We acknowledge the power and privilege we hold as a grant making organisation that is funding, but not working on, the frontline of social justice.

We also recognise that the law and legal systems can be used to oppress rather than liberate, especially those from racialised, migrant, disabled, LGBTQ+ and other minoritised communities.

Being a social justice funder means focusing on change that addresses the root causes of these injustices and ensuring that the impacted communities lead this work. We call our response to this Power, Culture, and Inclusion (PCI).

Key principles guiding our PCI approach:

- Power signals our commitment to using our own power to confront injustice and the power imbalance in the grant making system. It puts voices of those with lived experience of injustice front and centre.
- Culture reflects the transformation we are going through in our learning, behaviour and attitudes, and that we want to build the best grant making environment.
- Inclusion, alongside diversity and equity, is also central to this work and speaks to our responsibility to being representative of and accountable to the communities we work with.

PCI is integral to how we define responsibility and impact across our grant making, operations, and investment decisions. This includes asking more searching questions about how to align our investment practice with our vision, mission, values and strategy.

The Grants Officer role

The Grants Officer is an important role, part of a small, collaborative grants team. Our priorities are to widen our reach to organisations using the law in creative ways, especially those that are lived experience-led, and to develop stronger relationships with our grantees to better support them and to learn more from what we fund. There are opportunities to help shape the job by leading on areas of particular interest within the grants portfolio.

This Grants Officer role is one of three at LEF and part of a team of six, which sits within our wider Grants and Learning team. Grants Officers are involved in the full spectrum of grants work, from dealing with initial enquiries and assessing applications through to grant management and support. The post holder will join us at an exciting time as we strengthen the team and develop our processes to ensure we can meet LEF's commitments to be an open, inclusive and transparent funder.

The Grants Officer will report to the Senior Grants Manager and will work closely with colleagues across the foundation including in administration and policy.

About the role

Title: Grants Officer
Salary: £33,728 per annum
Hours: Full-time, 35 hours per week (Flexibility and part time of 0.8 considered).
Contract: Permanent
Holiday: 30 days per year plus Bank Holidays (pro rata for part time)
Location: Central London and remote. Some UK travel will be required as part of the role.

The post-holder would need to be based in our London office for two days per week but could choose to work from home for part of the week.

Reports to: Senior Grants Manager

People with lived experience of social welfare legal issues are underrepresented in our organisation, so we are actively recruiting and prioritising candidates who bring this understanding alongside other skills and expertise. (We do not expect people to describe their personal experience at any stage during this recruitment process or during their work at the Foundation.)

We value, welcome and respect all the differences that make us who we are, including age, cultural background, disability and neurodiversity and mental health, ethnicity and race, gender identity and expression, sexual orientation, education and socioeconomic background.

LEF is a Disability Confident employer.

Main responsibilities

- Provide advice to organisations about potential grant applications to support a pipeline of quality applications.
- Assess applications for grants including reading written material, reviewing accounts and budgets, and making visits and/or online meetings.
- Make recommendations to the Grants Committee on the strength of applications including organisations' capacity to deliver, the balance across the grants portfolio, and alignment with LEF's strategy.
- Manage a caseload of grants including building relationships of trust with grant partners, reading progress reports, responding in a timely and sensitive manner to grants management issues, and making regular proactive contact as part of agreed reporting mechanisms.
- Take part in regular reflection meetings with grants team colleagues to share learning from grants assessment and management to improve LEF's practice.
- Identify where grant partners – or groups of grant partners – need additional help and work with colleagues to develop appropriate support.
- Work with the Operations team to support the smooth running of the grants application and monitoring processes.
- Attend meetings of the Grants Committee for LEF, organisational trainings, and external events as required.
- Use Salesforce to record key interactions with applicants and grant partners.
- Keep up to date with changes and developments in the external context for social justice and human rights and work with colleagues to reflect this in strategy and practice.

About you

Essential skills and experience

- Experience of building and managing relationships with external stakeholders (e.g. partners, funders, community organisations).
- Experience of working or volunteering in the community or charity sector in social justice, human rights, or a comparable field.
- Experience of managing grants, partnerships, programmes or equivalent relationships.
- Strong written communication skills including drafting reports, analysing information and presenting to a range of audiences.
- Strong oral communication skills, including the ability to interact sensitively with people of all backgrounds.
- Confidence in using Microsoft Office and databases/CRM systems.

Essential behaviours and ways of working

- Commitment to LEF's values and mission (you can find more information on our website.)
- Strong interpersonal skills with the ability to build trust across different groups.
- Able to work collaboratively while also managing your own workload.
- Organised, proactive and able to manage multiple priorities.

Desirable

- Lived experience that is directly or indirectly relevant to the mission and work of LEF.
- Experience of assessing grant applications (either as a staff or committee member.)

We are interested in examples of your skills and experience from voluntary as well as paid work. If you do not 'tick every box' there are likely other valuable attributes and skills you have that would make you a great fit for the team.

How to apply

To apply for this post, please email your CV along with your application to vacancies@lef.org.uk by 9am on Monday 16 November.

Please include the job title in your email subject.

Your application should cover the following:

1. **Could you briefly describe your current situation and what draws you to this role at this point in your career?**
2. **Which of our values speaks most strongly to you, and can you share an example of how you have put this into practice in your work?**
3. **What skill do you think is most important for this role, and why?**

For an informal and confidential discussion about the role, or should you need any support or reasonable adjustments to assist you with your application, please contact Belinda Berry, Operations Manager belinda.berry@lef.org.uk

Recruitment timetable

- **Monday 16 November, at 9am** - Deadline for applications
- **Friday 20 November-** Shortlisted candidates will be informed
- **Friday 27 November** - First round online interviews
- **Tuesday 1 December** - Second round in person interviews at LEF offices in London

Feedback

We are unable to offer feedback on applications if you are not shortlisted, due to limited capacity. Feedback will be offered to those who are invited to interview.

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