

It starts with community

The National Lottery Fund
Role Profile



Capital Manager

Directorate: England

Department: England Support

Role/Competency level: Level 3

Reports to: Deputy Director, England



Role Profile: Capital Manager

Role purpose

Capital funding is an important part of our portfolios and we want it to be fully integrated into our grant making offer. The nature of the capital grants we make is changing and we expect to be funding, for example, lower value refurbishments as opposed to large-scale builds.

In this particular role, you'll facilitate the development of knowledge of capital considerations in our team of funding officers.

You will be a key part of grant making support and will be expected to self-manage priorities and workload and act primarily in the role of capacity builder, as well as providing more in-depth advice on particularly complex cases, throughout the lifecycle of the grant. You will also be expected to develop and facilitate an ongoing community of practice for colleagues working with capital projects across the Fund and may also manage an external support and development contract for our grant holders.



Role Profile: Capital Manager

Key responsibilities

- Facilitate the development of funding officer knowledge of capital considerations
- Build grant making support capacity
- Provide complex case advice
- Develop and facilitate an ongoing community of practice for capital projects
- Manage an external support and development contract for our grant holders
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.



Role Profile: Capital Manager

Knowledge, skills and experience

- A BSc (or equivalent) qualification in a construction or property related discipline and post graduate experience of working in an advisory capacity within the field of capital projects (ideally in grant funding)
- Experience of building capability and expertise in others and providing ongoing support, identifying strengths, potential, and possible skills gaps
- Experience of the full lifecycle of capital projects including design, cost, procurement, project and contract management, risk and relevant statutory legislation



Role Profile: Capital Manager

Role competencies: Level 3

- **Strategic direction**
Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

Our Values



We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



We are adaptable

We welcome and embrace new ideas and ways of working.



We are compassionate

We work with care consideration and humility.