

It starts with community

The National Lottery Fund
Role Profile



Funding Policy and Practice Manager

Directorate:	Funding, Strategy, Communication & Impact
Department:	Strategy Implementation and Funding Policy
Role/Competency level:	Level 3
Reports to:	Head of Funding Policy and Practice



Role Profile: Funding Policy and Practice Manager

Role purpose

In this role you'll be responsible for contributing to consistent and effective funding practice across the National Lottery Community Fund, by supporting the maintenance, development and embedding of the Fund's suite of funding policies and accompanying guidance. You will work with the Head of Funding Policy and Practice (HFPP) to help shape a forward programme of work, which identifies and addresses key priorities for reviewing and updating existing policies and developing new policies as required. As part of this work you will access and analyse a range of competing evidence and insights to help build an understanding of policy priorities.

You will work with the HFPP to put in place and maintain delivery plans for revision, development and rollout of policies and guidance across the organisation. You will own specific projects focusing on revision or development of specific policies and/or guidance, working under the oversight of the HFPP. As part of these projects you will engage with colleagues across the Fund, including Funding, Legal, Communications and EDI colleagues, to source insights and shape appropriate solutions. You will identify and connect with appropriate external stakeholders and source relevant evidence and data to take informed judgements. You will shape and deliver plans to support rollout of new and revised policies and guidance, including written communication, verbal updates, staff workshops and training activity. You will respond to queries from colleagues across the organisations, providing timely advice and ad hoc guidance on how to interpret policy and guidance in real world circumstances.

You will be a champion for the work of the Funding Policy and Practice Team, able to explain the role of the Team, its ways-of-working, decision making and how it prioritises its policy development work, helping to build and maintain the confidence of colleagues.



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Key responsibilities

- Contribute to the development of the Funding Policy and Practice Team's programme of work, offering input based on your knowledge of the organisation and external funding environment
- Maintain delivery plans for the forward programme of work, working with the HFPP to refine and update plans
- Own discreet projects, including development and rollout of new or revised funding policies and guidance, responding to colleague queries in timely fashion.
- Engage with colleagues across the organisation to seek insights to shape your work and to support rollout of new and revised funding policies and guidance
- Identify and engage with appropriate external stakeholders to inform the development of your work and share learning and practice
- Access and analyse a range of evidence to inform your work and wider team priorities
- Ensure customer facing policies and guidance is provide in the Welsh Language in line with the Fund's standard and Welsh legislation



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Knowledge, skills and experience

- Ability to ensure your work aligns with corporate plans and strategies
- Understanding of the Fund's status as public body and how this might impact your work
- Ability to quickly develop a good understanding of new and complex topics
- Ability to build an understanding of the internal and external funding environment and the implications for your work
- Strong management skills, ability to set direction on the projects you own, while balancing cross Fund sensitivities and priorities
- Ability to balance complex and competing perspectives, to deliver a practical solution which manages risk
- Good understanding of when to escalate questions and challenges to senior colleagues
- Strong engagement and collaboration skills, able to work with a range of people and employ transparent ways of working to shape and deliver your projects
- Good analytical skills, able to draw on data and qualitative evidence internally and externally to inform your work



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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.