

- **It starts with community**

- The National Lottery Fund Role Profile

## Head of Policy Engagement

**Directorate:** NI/Scotland/Wales

**Department:** Directorate SMT

**Role/Competency level:** Level 4

**Reports to:** Director Northern Ireland/Scotland/Wales



## Role Profile: Head of Policy Engagement

### Role purpose

You will lead the Directorate's engagement with Government, VCSE sectoral stakeholders and other funders, building and maintaining a strong network of senior relationships and strong working relationships across the funding and community development sector. You will take the lead for your directorate on our ambition to be 'More Than A Funder', working with the sector to enable collaboration and sharing of best practice and learning to increase understanding of communities.

Using your strong stakeholder relationships and networks you will have a clear understanding of policy context and direction for each of our four community led missions and our equity- based approach to poverty, discrimination and disadvantage.

Working with the Evidence and Impact team you will develop insight and learning from our funding under the four community led missions with those networks, identifying opportunities to amplify the impact made by our grantees, and influence future policy making.

You will maintain a broad understanding of the political and social context in which our grantees operate in your country, convening grantee and stakeholder networks to inform analysis and identify where they may need additional support and engagement and lead on developing our response.

You will provide insight and policy context to inform medium and long-term portfolio development and new funding initiatives, working with Funding leads including UK Portfolio and contributing towards the achievement of our corporate KPIs

Providing leadership and strategic direction as part of your directorate Senior Management Team, you will also engage in Fund-wide networks and policy development to support One Fund approaches.



# Role Profile: Head of Policy Engagement

## Key responsibilities

- Lead external policy engagement developing and maintaining a deep understanding of the external policy and funding landscape in country and horizon scanning for emerging trends.
- Develop a strong network of senior stakeholder relationships with relevant Government Departments, senior policy-makers, other funders, VCSE sectoral leaders and other relevant contacts.
- Explore the external context for new funding initiatives, including potential partnerships, ensuring our funding is targeted to make the most impact.
- Represent the country/Directorate in Fund-wide policy and practice teams, developing One-Fund approaches to missions and our equity based approach to tackling poverty, discrimination and disadvantage.
- Lead on directorate-level programmes, Theory of Change, reflective practice, and funding portfolio review cycles.
- Working with Fund-wide and embedded Evidence & Impact function to amplify the impact of funding with stakeholder networks and influence future policy-making.
- Lead on directorate approach to being 'More Than A Funder', including convening grant holders and stakeholders, developing our grant holder support offer or managing contracts.
- Local leadership and representation as a member of directorate SMT.



## Role Profile: Head of Policy Engagement

### Knowledge, skills and experience

- Extensive knowledge of the context for the third sector, the funding landscape and public policy and the people and organisations who are influential in these areas
- Deep understanding of the communities we serve
- Demonstrable experience in high-level engagement and relationship management internally and externally
- Experience in managing large, complex budgets/projects/contracts
- Strong understanding of EDI and best practice
- Proven ability to articulate ambitions that resonate with team members and customers
- Proven experience in setting strategic direction in alignment with organisational strategy and ambition
- Significant experience and expertise in research and consultation skills
- Strong communication and analytical skills
- Advanced planning and organising skills
- Experience in making tactical decisions to support the positioning of the organisation in the funding landscape and social policy debates
- If the role is based in Wales Directorate, 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: Head of Policy Engagement

### Role competencies: Level 4

- **Strategic direction**  
Leads the implementation of strategy, creating high engagement and performance.
- **Leading our culture**  
Generates a supportive work environment that is actively sensitive to colleague well-being.
- **Working together**  
Enables teams to implement strategy and support a collaborative and inclusive working environment.
- **Delivering quality results**  
Leads teams to achieve Key Performance Indicators (KPI) and ensure delivery of Corporate and Directorate Plans.
- **Diligence and control**  
Performs duties in line with set expectations and policy and/or regulatory considerations.
- **Developing self and other**  
Recognises and harnesses creativity and innovation to improve services and supports development of self and others.

### • 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