

# It starts with community

The National Lottery Fund  
Role Profile

## Funding Manager

**Directorate:** England/NI/Scotland/Wales

**Department:** Varies by directorate

**Role/Competency level:** Level 3

**Reports to:** Senior/Head of Funding



# Role Profile: Funding Manager

## Role purpose

Funding Manager roles can be within any of our portfolios and usually report to a Head of Funding.

In this particular role, you'll coordinate the whole lifecycle of grant making (pre-application, assessment, decision making, grant management, and learning), placing the customer at the heart of what we do. Adapting to the local context for a defined geographical area and striving for continuous improvement.

You will have strong attention to detail as you will be responsible for risk management, budget, decision-making and quality assurance activities associated with delivering a variety of funding initiatives.

Your people management and leadership and influencing skills will be strong, as you will support, coach and develop a team of people who may not all report directly to you. You will need to effectively engage stakeholders, encouraging connectivity and networks within and outside the Fund, and be equally confident working alongside both grassroots and national organisation. You will be expected to nurture existing relationships whilst developing new ones.

To do all this you will have a significant grant budget and a team of people.



# Role Profile: Funding Manager

## Key responsibilities

- Co-ordinate all aspects of the grant making lifecycle within your team
- Risk management and quality assurance activities
- Stakeholder management and networking
- Budget management
- Support, coach and develop a team
- 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: Funding Manager

## Knowledge, skills and experience

- Deep understanding of the communities we serve
- Demonstrable track record of turning strategic direction and vision into a deliverable reality working with and through your team(s)
- Experience of leading and managing a team who will be working in local areas whilst creating a connected culture
- Experience of managing complex budgets, cash flow, and processes
- Experience of establishing and implementing effective Quality Assurance measures, taking remedial action where required



# Role Profile: Funding 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.