

It starts with community

The National Lottery Fund
Role Profile



EDI Funding Manager (Policy and Practice)

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



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Role purpose

Working as part of a small team, alongside an EDI Funding Manager (Policy and Practice) and led by the Head of EDI Funding, you'll be located in the Strategy Implementation Team within the Funding Strategy, Communications and Impact Directorate. You will work together to develop EDI practice, tools, advice and guidance to support colleagues and the organisation to imbed deliverables and drive progress towards the new strategy commitments 'It starts with Community', ensuring the success of our Equity based approach throughout the UK.

Focussing your activity on grant-making processes and organisational performance, you will ensure delivery of our strategic EDI ambitions to deliver equitable and inclusive grant making. You will use your great communication skills to engage colleagues and deliver EDI concepts and tools to support our funding priorities across decision making spaces.

You will analyse and interpret sensitive or complex information and data to identify key specific issues, barriers and developing trends. Collaborating with EDI leads, you will work Fund wide to ensure the delivery and progress towards the new strategy commitments via regular communications including written work, outreach, presenting and other means of engagement.



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Key responsibilities

- Act as the key point of contact and resource for teams connecting and aligning EDI activity to the overall Fund EDI mission.
- Establish and coordinate resources, ensuring appropriate monitoring and evaluation methods are employed for EDI activities.
- Identify learning on key issues, barriers and developing trends around EDI.
- Keep up to date on best practice, including legislative requirements to improve and develop organisational knowledge.
- Ensure the consistent implementation of EDI initiatives in all funding portfolios.



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Knowledge, skills and experience

- Professional or lived understanding of issues related to Equity, Diversity and Inclusion.
- Experience of delivering Equity, Diversity and Inclusion concepts in an organisational setting.
- Detailed understanding of grant-making processes, policies, and practice.
- Excellent communication skills; able to widely engage, connect and maintain relationships.
- Ability to work strategically and flexibly across diverse teams, to drive and deliver change.
- Ability to analyse, interpret and present information to a range of audiences.
- Understand the policy and political differences across the UK.
- 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.



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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.