

# It starts with community

The National Lottery Community Fund  
Role Profile



## Funding Officer

<b>Directorate:</b>	England/NI/Scotland/Wales
<b>Department:</b>	Various
<b>Role/Competency level:</b>	Level 2
<b>Reports to:</b>	Funding Manager/Head of Funding



# Role Profile: Funding Officer

## Role purpose

As a funding officer you will assess requests for funding and manage grants using local knowledge, best practice, thematic expertise, and the experience of customers and stakeholders to improve our grant making and inform our decision making. By working closely with people and communities for a defined geographical area, you will understand what matters to them and where our funding can make the biggest difference.

Being responsible for supporting local people and communities you will have a strong understanding of our vision and funding products being able to adapt your approach to the wishes of the people you are working with. You'll also need to support our stakeholders, helping them to make connections that will help them achieve their goals.

Being responsible for the pipeline of projects you will need to understand and respond to the different needs of our customers by providing advice and considered feedback and be willing to have challenging but constructive conversations. Funding Officers will ensure our grant management and assessment play an effective part in contributing to the Fund's knowledge and learning as a grant maker. You will manage your own caseload, liaise with grant recipients, undertake project visits, identify and manage risk, supporting organisations to deliver their projects and measure their impact.



# Role Profile: Funding Officer

## Key responsibilities

- Assess requests for funding
- Grant management
- Caseload management
- Support organisations to deliver their projects and measure their impact
- Liaise with grant recipients and undertake project visits
- Responding to Funding queries
- Identify and manage risk



# Role Profile: Funding Officer

## Knowledge, skills and experience

- Understanding of and curiosity about our work
- Understanding of great customer service
- Knowledge of wider funding context
- Understanding of financial planning and business plans, ability to analyse accounts and numerical data, and to identify and manage risk
- Understanding of strengths-based approaches to working with people and communities to overcome challenges
- Knowledge of the social policy environment and the role of the third sector
- Confident in presenting to external audiences
- Ability to learn from our funded projects and share that learning for the benefit of the wider organisation
- 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 Officer

## Role competencies: Level 2

- **Strategic direction**  
Understands strategic priorities and seeks to align own actions with team, directorate, and organisational goals.
- **Leading our culture**  
Contributes to an inclusive working environment where all opinions and challenges are listened to, and all individual needs including own wellbeing are considered.
- **Working together**  
Considers team as well as individual success and adjusts working style and practices to achieve results.
- **Delivering quality results**  
Knows what is expected and regularly checks performance against objectives, making suggestions for improvement or taking corrective action where necessary.
- **Diligence and control**  
Follows relevant policies, procedures and regulations and acts to prevent problems by identifying and reporting issues and contributing to solutions.
- **Developing self and other**  
Takes responsibility for own development, completing and maintaining a Personal Development Plan. Seeks learning opportunities and feedback.

## 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.