

It starts with community

The National Lottery Fund
Role Profile

Head of Funding Policy and Practice

Directorate:	Funding, Strategy, Communication & Impact
Department:	Strategy Implementation and Funding Policy
Role/Competency level:	Level 4
Reports to:	Deputy Director Strategy Implementation and Funding Policy



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Role purpose

In this role you'll be responsible for supporting consistent and effective funding practice across the National Lottery Community Fund, by maintaining , developing and embedding the Fund's suite of funding policies and accompanying guidance. You will be responsible for shaping a forward programme of work, which identifies and addresses key priorities for reviewing and updating existing policies and developing new policies as required. To achieve this you will draw on a range of insights and consult widely, both internally and externally, to understand the funding landscape and establish clear priorities and secure buy-in.

You will lead on delivering the programme of work. You will put in place and deliver detailed project plans for revising and developing policies and rolling them out across the organisation, through internal communications, learning and development. As part of this you will ensure effective approaches to cross Fund collaboration are in place and maintained, including with senior colleagues.

You will maintain ongoing relationships with key external stakeholders, including other Arm's Length Bodies, lottery distributors, sector representatives and government departments. You will draw on these relationships to build a live understanding of the funding environment and to share and develop practice.

You will ensure the appropriate resources, knowledge and skills are in place to deliver effectively.

You will ensure appropriate governance and decision-making processes are put in place, which set out clearly how the Fund prioritises its policy development work and escalates key decisions to senior leaders. You will be responsible for championing the programme of work across the Fund, including the approach to decision making, to maintain understanding of our work and priorities and build confidence of colleagues and Fund leadership.



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Key responsibilities

- Manage the Funding Policy and Practice programme of work, ensuring the appropriate resources, knowledge and skills are in place to deliver effectively
- Defining and agreeing a forward programme of work
- Access and analyse a range of insights to understand the funding landscape to inform decision making
- Put in place and maintain clear governance and decision-making processes
- Champion the programme of work with the Senior Management Team and across the Fund
- Ensure effective approaches to cross Fund collaboration are in place and maintained
- 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 translate corporate plans and strategies into tangible policies and practice both internal and externally facing
- Ability to build strong relationships across a grant making organisation balancing the operational needs, meeting our strategic priorities
- Good understanding of the implications of the Fund's status as public body for policy and practice
- Ability to quickly develop understanding of the Fund's current suite of policies
- A strong understanding of internal and external funding environment and the implications of developments in the environment for policies and ways of working
- Strong leadership skills, required to set direction while balancing cross Fund sensitivities
- Strong engagement and collaboration skills, able to work with a range of people, including at the most senior levels, and employ transparent ways of working to shape and deliver a programme of work that has cross organisation buy-in
- Excellent analytical skills, able to draw on data and qualitative evidence internally and externally to inform future and revise current policies



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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

We work with care consideration and humility.