

# It starts with community

The National Lottery Community Fund  
Role Profile



## Portfolio Manager

|                               |                                        |
|-------------------------------|----------------------------------------|
| <b>Directorate:</b>           | Funding Strategy,<br>Innovation and UK |
| <b>Department:</b>            | UK Portfolio                           |
| <b>Role/Competency level:</b> | Level 3                                |
| <b>Reports to:</b>            | Senior Portfolio Manager               |



# Role Profile: Portfolio Manager

## Role purpose

In this particular role, you will work closely with the Senior Portfolio Managers to ensure that the UK Portfolio's new strategy is effectively delivered, with a practical responsibility for overseeing the 'end to end' (proposal to decision) experience for applicants. You will therefore be skilled at aspects of the funding cycle (access, process, and learning) with the ability to apply critical analysis at each stage.

You will have project management and/or service design experience to support the design and implementation of new products. You will have some management responsibilities, primarily overseeing Portfolio Officers to ensure they are benefitting from learning and development and continuously improving.

You will be the 'go to' person in the team when it comes to policy briefings and Portfolio oversight, so information is effectively and coherently disseminated. You will provide a bridge between senior management and officers, which will require some travel. In your behaviour, you will also promote a high tolerance for risk, a 'can do' approach and you will regularly use your networks to ensure that the UK Portfolio is responsive to the latest developments in Civil Society.

To do all this, you will play a management role in the delivery of a Portfolio of up to £60m per annum, supporting a team of 35 seconded staff who are dispersed across several different locations.



# Role Profile: Portfolio Manager

## Key responsibilities

- Support the effective delivery of the UK Portfolio strategy
- Oversee the applicant journey from proposal to decision
- Support new product design and implementation
- Main contact for policy briefings and Portfolio oversight
- Manage a portfolio and dispersed team



# Role Profile: Portfolio Manager

## Knowledge, skills and experience

- Practical experience of delivering and/or funding work that fits with the aims and ambitions of the UK Portfolio
- Highly developed analytical and reasoning skills with strong judgement to ensure critical oversight is given to all proposals entering the UK Portfolio
- Enthused by new ways of working and through previous experience, you will demonstrate a history of creating new projects and ideas based on social need
- You will have a strong network of lived experience and/or provocative thinkers, and experience of organising events and convenings
- Ability to work at pace with significant experience of taking risks on less proven ideas, approaches, and people
- Practitioner and/or lived experience/expertise
- 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: Portfolio 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.