

It starts with community

The National Lottery Fund
Role Profile



Executive Officer

Directorate: Multiple directorates

Department: Multiple

Role/Competency level: Level 2

Reports to: Varies by role



Role Profile: Executive Officer

Role purpose

In this particular role, you will be responsible for supporting the Director and Senior Leaders in the overall running of the directorate, regional team or central funding support units by using your strong organisational, planning and communication skills to ensure the smooth running of the teams, ensuring that various corporate processes including administrative and governance remains efficient and effective.

You will proactively engage with colleagues across directorates and depending on which team you work in; you may also be responsible for ensuring that the data we hold is accurate and/or the management of Data Quality and Verification.

You will work closely with the a range of teams and committees providing governance support, efficient administrative support by arranging busy schedules and organising key meetings that are essential to develop the Fund's strategic thinking, improving how we respond to external factors and the changing needs of Communities.



Role Profile: Executive Officer

Key responsibilities

- Support Director and senior management
- Governance and administration support
- Ensure corporate processes are efficient and effective
- Meeting organisation
- Arranging schedules



Role Profile: Executive Officer

Knowledge, skills and experience

- Time management and negotiation skills to manage the conflicting and changing demands of the role
- Strong planning and organising skills to manage various administrative tasks
- Analytical and problem-solving skills to be able to proactively seek solutions to issues and suggest improvements
- Excellent team working and communication skills to be able to engage with colleagues in meetings and participate effectively in discussions
- Ability to collate information to produce reports and presentations to inform colleagues of specialised work
- 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: Executive 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.