

It starts with community

The National Lottery Fund
Role Profile



Portfolio Officer

Directorate:	Funding, Strategy, Communication & Impact
Department:	UK Portfolio
Role/Competency level:	Level 2
Reports to:	Portfolio Manager



Role Profile: Portfolio Officer

Role purpose

In this particular role, you'll use your advanced critical thinking skills and expertise (within community, youth, equity, diversity, and inclusion, digital, innovation, health, the arts and/or environment) to ensure effective delivery of the portfolio. You will also be a talent spotter, capable of grasping what's happening within the civil society sector with the ability to work at pace in order to seize the moment and ensure the Portfolio is responsive to applicants' needs. You will support the design of new products, the delivery of learning and development training and the management of complex grants and will be called upon to manage some of the portfolio's highest profile grants.

You will need to travel across the UK for this role and will spend a lot of time observing the work of our applicants, providing a critical lens to all work that is being proposed. You will be called upon to manage some of the UK Portfolio's more complex, collaborative proposals.



Role Profile: Portfolio Officer

Key responsibilities

- Ensure effective delivery of the portfolio
- Ensure portfolio is responsive to applicants' needs
- Support new product design
- Support the delivery of learning and development training
- Manage complex and high profile grants
- Observe and analyse applicants' work
- Manage UK Portfolio proposals
- 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 Officer

Knowledge, skills and experience

- Practical experience of delivering projects in community, youth, equity, diversity, and inclusion, digital, innovation, health, the arts and/or environment fields. This experience can come from being a practitioner or your lived and/ or learned experience in these areas.
- Advanced critical analysis skills with strong written and verbal skills with the ability to liaise with a variety of people from different backgrounds
- Passionate about achieving social change born from previous experience of how to support communities to lead change
- Energy and initiative, flexibility in your approach with a ‘can do’ attitude with a willingness to deliver work at pace
- Creative and an ideas generator, swiftly applying local intelligence into potential thematic programming initiatives.



Role Profile: Portfolio 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.