

# Project Manager

**Organisation:** The National Lottery Community Fund

**Directorate:** Funding Strategy, Innovation and UK

**Department:** UK Portfolio

**Role/Competency level:** Level 3

**Reports to:** Head of Funding

## Role purpose

In this particular role, you will manage one or more agile projects, typically to deliver a specific product or transformation via a multi-disciplinary team. You'll be adept at delivering complex projects, using agile methodology, breaking down barriers for your team and both planning at a higher level and getting into the detail to make things happen when needed.

You'll work with our Development Managers and will be responsible for defining project needs and feeding these into the development process so that resource can be appropriately allocated. You will be core to decisions that build high performing teams, where people are excited about the work they are undertaking. Working closely with project managers in other teams, you will share knowledge and skills and learn from best practice.

You'll line manage a project officer and will also need to matrix manage a wider multi-disciplinary team, so your coaching, mentoring and influencing skills will come to the fore.

**Key responsibilities**

- Agile project management
- Define project needs and influence resource allocation
- Collaborate with project managers across teams
- Line management
- Matrix management of team

**Knowledge, skills and responsibilities**

- Proven experience in delivering projects and products
- Familiarity with a range of agile delivery techniques and tools
- Proven experience balancing multiple priorities and dealing with ambiguity
- Strong understanding of the context in which we are operating
- Experience in matrix managing multi-disciplinary teams
- 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 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.