

It starts with community

The National Lottery Fund
Role Profile



Head of Funding

Directorate: England/NI/Scotland/Wales

Department: Multiple

Role/Competency level: Level 4

Reports to: Director/Deputy Director



Role Profile: Head of Funding

Role purpose

You'll be a key member of the relevant senior management team, working with colleagues, in funding and other teams across the UK, and as part of our UK leadership network. You'll work closely with the country Director and be accountable for the delivery of our grant making activities.

You'll be working with senior leaders and other teams across the organisation to develop, plan and continuously improve our products. With feedback from customers, stakeholders and colleagues you'll ensure that our grant making is the best it can be.

You'll also coordinate a rolling programme of improvement to meet our targets and ensure that our investment makes a difference to people and communities in your country and across the UK. You will work with the country Chair and Committee members on decision making. You'll lead on grant budgeting, forecasting and resource planning and manage competing investment priorities.

You will work closely with senior stakeholders in the voluntary, public and private sectors and build and maintain positive working relationships. You will be responsible for ensuring that directorate priorities and the ambition and approach set out in the corporate strategy are reflected in the grant making process and practices.

To do all this you will manage a significant grant budget, and will lead and inspire a multidisciplinary team.



Role Profile: Head of Funding

Key responsibilities

- Be accountable for the delivery of our grant making activities
- Develop, plan and continuously improve our products
- Lead on grant budgeting, forecasting and resource planning
- Manage competing investment priorities
- Work closely with senior stakeholders in the voluntary, public and private sectors
- Ensure directorate priorities are reflected in the grant making process and practices
- Manage a significant grant budget
- Lead and inspire a multidisciplinary team
- 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: Head of Funding

Knowledge, skills and experience

- Experience and understanding of the environment and sectors that the Fund operates in
- Leading and developing your team to work flexibly and deliver excellent customer service
- Implementing effective performance management, planning, risk analysis and governance resulting in effective service design and delivery
- Experience of planning and managing large complex projects and budgets, including matrix management



Role Profile: Head of Funding

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.