

Funding Officer

Organisation: The National Lottery Community Fund

Directorate: Multiple Directorates

Department: Funding

Role/Competency level: Level 2

Reports to: Funding Managers / Portfolio Managers

Role purpose

Funding Officers help amazing things to happen in communities. As a Funding Officer you will play a vital role in ensuring that we provide excellent service to communities all over the UK. Our funding teams work on different types of grant making from vital grassroots funding to large strategic collaborations. You will support organisations throughout the grant making process from enquiry through assessment and award and during project delivery. Working closely with grant applicants/holders, community groups, a broad range of VCSE organisations and other stakeholders you will use your knowledge and experience to make evidence informed judgements and actively manage risk and learning opportunities throughout the grant lifecycle.

You will build a strong set of relationships in communities and/or across sectors which will help ensure that our funding reaches those who need it most. You will have a strong commitment to Equity Diversity and Inclusion and to building your own knowledge and understanding of work connected to our community missions.

Managing a caseload of applications and projects you will understand and respond to the different customers' needs by providing advice and considered feedback and be willing to have challenging but constructive conversations. As a holder of key relationships, you will help build a pipeline of funding opportunities and contribute to and support the Fund's learning and engagement as a grant maker.

Key responsibilities

- Support enquirers, applicants and grant holders through our funding processes, assessing and managing a caseload of applications and grants of varying value and complexity dependent upon the customer base, project expectations and location of the role
- Build and maintain relationships with stakeholders at different levels, including project visits and external events
- Produce and present clear reports which reflect sound judgement, sector knowledge and understanding of the Fund's strategy, missions and policies
- Identify, and manage risk supporting organisations to deliver their projects and measure their impact.
- Ensure grant management and assessment contribute meaningfully to the Fund's learning and impact.
- Ensure our data is maintained, accurate and of high quality.
- Contribute to projects including programme development, our equity-based approach to funding, impact, continuous improvement and Fund-wide initiatives.

Knowledge, skills and responsibilities

- Sector insight: Knowledge and understanding of the voluntary sector and communities across the UK and a well-developed appreciation of how they can respond to our strategy and missions.
- Relational skills: Ability to build and maintain effective, collaborative relationships with colleagues, customers and stakeholders.
- Communication skills: Strong listening, written and verbal communication skills including report writing and with the ability to communicate complex ideas in an engaging and clear manner, tailored to different audiences.
- Organisational skills: Ability to plan and manage a caseload of assessments and grant management, balancing competing priorities and deadlines and demonstrate strong organisation and prioritisation skills.
- Analytical skills: Ability to absorb a wide range of information and evidence to reach judgement-based recommendations with confidence, offering appropriate challenge and managing risk throughout the grant making lifecycle.
- Data and finance: Ability to understand and assess data and financial information including business plans and accounts, and present this in an accessible way.
- Team player: A proactive and supportive team member who contributes to a positive and inclusive culture whilst working collaboratively to achieve our strategic ambitions

- Continuous improvement: A learning mindset and curiosity about our work with the ability to identify opportunities for learning and improvement across the team and wider directorate through proactive problem-solving and continuous improvement.
- Equity, Diversity and Inclusion: A strong understanding of our vision, our commitment to equity, diversity and inclusion and our funding products.
- Environment: A commitment to, and ability to build understanding of the Fund's ambition as an environmentally regenerative funder.
- 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 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.