

The National Lottery Community Fund has flexible roles that enable our people to give their best, broaden their skills and manage their career path. This job profile isn't intended to be an exhaustive list of your duties, rather it gives you an outline of what your role will involve. It will be for you to work with your colleagues to develop and shape your work in line with our strategic objectives and the objectives of your team.

Head of Funding

Our leaders

As a leader at the Fund, whatever your specialism, you will be accountable for and lead a team and/or area of work, playing a pivotal role in delivering our most complex work to deliver our strategic objectives.

You will drive a high-performance culture, and your ability to coach, inspire and empower people will be second to none. You will encourage and engage, nurturing team development and people's career paths. Your project management skills and your ability to critically analyse information will be equally strong, along with your ability to build and nurture relationships with stakeholders and understand their needs. You will be creative and innovative in your approach and encourage others to work in this way. By drawing on previous learning and experience inside and outside the Fund you will enable continuous improvement and better ways of working. You will be politically astute, and have the ability to understand and interpret the external & internal environments, local context, and the impact on our business activities.

Your role

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.

Of course, you'll also need to work within the Fund's policies and procedures and the necessary legislation, and in a way that is in line with our vision and principles. 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.

Your experience

As a Leader, you may have been promoted through our internal career paths having demonstrated your skills and leadership abilities or alternatively may come from an external field. Either way, you'll need to demonstrate your experience and qualifications in these areas:

- 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

You will be able to

LEADERSHIP & MANAGEMENT

- Enable people to connect the Fund's strategy to the local context to support high levels of performance and delivery
- Lead confidently using an adaptive leadership style that embodies the Fund's vision and principles
- Recognise and enable people's strengths and talents, adopting a tailored approach to the development of individuals
- Create a culture and environment that encourages high levels of engagement and empowers others to lead

BUILDING GREAT RELATIONSHIPS

- Act as an ambassador and collaborator across the Fund and with customers and external stakeholders
- Communicate intuitively, able to engage with and influence a diverse range of audiences
- Use skilful questioning and listening to gain customer and stakeholder insight that informs decision making

PERSONAL RESPONSIBILITY

- Demonstrate self-awareness, emotional intelligence and a willingness to learn and adapt
- Be resilient, confident, cope with changing demands and support others to do this
- Be proactive, willingly accountable and engaged for delivery across a business area and the Fund

DELIVERY

- Generously share learning, insight, skills, and resource across the organisation
- Be digitally enabled and data driven
- Use critical thinking to gather, assess, and utilise information, insight and intelligence that informs decision making
- Horizon scan, using excellent judgement to manage strategic and emerging risks
- Ensure appropriate levels of governance are applied across all of our work

Our mindset

- I am passionate about the potential of making excellent grants
- I am committed to effective networking across and beyond the Fund
- I value the diversity and aspirations of communities and colleagues recognising the need to provide equality of opportunity
- I am curious and actively seek new ways of doing things
- I will listen, learn, provide and encourage feedback and challenge
- I am responsible and accountable for the work that I do
- I work flexibly and collaboratively to meet the needs of others
- I apply knowledge and experience to share my learning
- I want to make the Fund a great place to work

Your job family is	Funding	Your directorate is	Northern Ireland/ Scotland/Wales
Your mode of working is	Office based	Your role template is	Leader