

It starts with community

The National Lottery Fund
Role Profile



Head of Funding Development

Directorate: England

Department: England Support/Portfolio Review Team

Role/Competency level: Level 4

Reports to: England Leadership Team



Role Profile: Head of Funding Development

Role purpose

Consolidating all the programme development experience we have developed over the years, this role will be dedicated to supporting the development of new funding programmes within England, be it third party programmes or strategic partnerships.

This will include, overseeing the pipeline of all programme development opportunities, regularly reporting to relevant senior internal stakeholders with recommendations and on progress to ensure we manage and prioritise effectively across potential opportunities. Further refining our programme development process to ensure we continuously build on existing experience and learning and can deliver new programmes as effectively as possible.

You will oversee all elements of development work for each of the approved programmes, for example to develop clarity on:

- Programme aims
- Programme designs
- Programme delivery and resourcing models
- Financial and system implications of the programme
- Communication strategy for the programme

You will also ensure whatever is developed is in line with our strategic framework, core product specifications, service design approach and continuous improvement agenda. You'll develop excellent relationships across Operational Functions as well as other Portfolios, Service Design, Digital, Engagement alongside Knowledge and Learning - development of new funding programmes requires integrated working across all of these functions/departments.

You'll proactively represent portfolio development work externally, managing key stakeholder relationships and engaging customers in the development process. You will manage a small team to help you achieve the objectives of this role.



Role Profile: Head of Funding Development

Key responsibilities

- Oversee and report on programme development opportunities
- Oversee all elements of development work for each of the approved programmes
- Ensure development is in line with agreed framework and specifications
- Continuous improvement of our programme development processes
- Manage key stakeholder relationships and engage customers in the development process
- Manage a 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 Development

Knowledge, skills and experience

- Understanding of civil society and current risks and opportunities
- Excellent analytical and problem-solving skills, and the ability to quickly develop recommendations based on quantitative and qualitative evidence
- Experience of collaborating with customers to create effective services
- Demonstrated experience in a senior level/managerial grant-making, development or customer facing role
- Comfortable working with and able to influence senior leaders, operational and support service colleagues
- Proven ability to articulate ambitions that resonate with team members and customers
- Desire and ability to learn and drive a service design approach
- Understanding of the communities we serve
- Understanding of our portfolio framework and funding priorities



Role Profile: Head of Funding Development

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.