

It starts with community

The National Lottery Community Fund
Role Profile



Head of Governance

Directorate: Chief Exec Office

Department: Governance

Role/Competency level: Level 4

Reports to: Chief of Staff



Role Profile: Head of Governance

Role purpose

In this particular role, you'll lead a high performing team of governance officers and corporate advisers to deliver high standards of governance, as well as excellent support to executives and non-executives.

You'll lead in all areas of governance, managing a complex schedule of governance meetings, providing primary support to all UK-wide and England decision making bodies, giving advice on appropriate decision-making structures, and leading on appointments and development of non-executives. You'll also provide support to the governance of portfolio committees, oversee information governance, work directly with our sponsor government department, and will take the lead in developing efficient and effective governance practices across the Fund.

You'll provide outstanding customer service to stakeholders internally and externally. As part of the Finance and Corporate Services leadership team, you'll be expected to contribute strategically to corporate business planning and take collective responsibility for staff across the directorate.

To do all this, you'll have a budget of c. £1.2m and a team of approximately twelve people who are dispersed across several different locations.



Role Profile: Head of Governance

Key responsibilities

- Lead on all areas of governance for the Fund and develop efficient and effective governance practices
- Provide primary support to all UK-wide and England decision making bodies
- Lead on appointments and development of non-executives
- Lead and manage a team of governance officers and corporate advisers
- Manage a complex schedule of governance meetings
- Manage a significant budget



Role Profile: Head of Governance

Knowledge, skills and experience

- Significant experience of leading a governance function in a similar organisation, and improving governance practices
- Significant experience of providing strategic and effective support to senior executives and non-executives
- In-depth knowledge of the legislative framework in which the Fund operates (including The National Lottery Act and Public Sector Equality Duty)
- Highly experienced in minute taking at a senior level
- 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 Governance

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.