

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 Strategic Planning

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

In this particular role, you will lead the Strategic Planning team and have a key leadership role within the Finance and Resources directorate, reporting directly to the Chief Finance and Resources Officer.

The Strategic Planning team support the Fund to ensure alignment of strategic ambitions with the Corporate Plan and associated corporate processes. The team provides expertise in business planning and strategic delivery through taking a lead role in the development of the Fund's corporate planning and business planning processes, providing advice and guidance and monitoring delivery against the plan to ensure the strategic ambitions are achieved. The team is also responsible for the monitoring, reporting and governance of the Fund's strategic programme of projects by providing assurance on delivery to the Fund's leadership and SMT.

Team Leadership

You will lead a dispersed team of both technical specialists and strategically focussed colleagues to coordinate and mature the organisations strategy management; business planning processes; and programme/project management. You will drive a high performing culture, inspiring, coaching and empowering your team.

Strategic Analysis

You will have accountability for providing Senior Management Team, our Performance & Programmes subcommittee, and directorate colleagues with the strategic analysis required to make well-informed, high quality, robust operational and strategic decisions.

Programme/Project Management

You will be responsible for overseeing the monitoring, reporting and governance of the organisation's strategic programme of projects. You will oversee the programme of work reporting the progress status of projects to Senior Management Team.

Stakeholder management

You will collaborate with senior leaders and teams across the organisation and build strong stakeholder relationships to develop awareness and understanding of all areas of the organisation. You will use your expertise to partner with key stakeholders across the organisation to champion our corporate processes and enhance our strategic maturity level to support our strategic ambitions.

Communication and Engagement

You will actively contribute to the Finance and Resources Leadership team and present at Senior Management Team, alongside working across the wider organisation to maximise the impact of this area of work.

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 of leading and developing dispersed, high performing team to deliver excellent service to internal stakeholders
- Significant experience of delivering the key elements of the strategy management system, and the ability to provide professionally presented strategic analysis to senior audiences
- Demonstrable experience of programme/project management
- Solid stakeholder management experience at senior level ie SMT and Chief Executive
- Ability to facilitate difficult discussions with diverse range of stakeholders
- Significant experience of collaborating with and influencing internal customers to create effective business processes
- Proven track record in influencing teams and colleagues including senior decision makers

- Experience of making sense of complex strategic issues, and the ability to triangulate data and metrics with strategic learning
- An awareness and understanding of risk management process
- Knowledgeable in business excellence frameworks such as EFQM
- Programme/Project Management qualification i.e. PgM, Prince 2 Agile Foundation & Practitioner

This role 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

Head of Strategic Planning

- 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	Corporate Services	Your directorate is	Finance and Resources
Your mode of working is	Office based	Your role template is	Leader