Policy Engagement Manager (Northern Ireland/Scotland/Wales)

Organisation: The National Lottery Community Fund

Directorate: Multiple Directorates

Department: Policy Engagement

Role/Competency level: Level 3

Reports to: Head of Policy Engagement

Role purpose

You will work with the Head of Policy Engagement on Directorate engagement with Government, VCSE sectoral stakeholders and other funders, building and maintaining a strong working relationship across the funding and community development sector. You will help to develop a clear understanding of policy context and direction of each of our four community led missions and our equity-based approach to poverty, discrimination and disadvantage.

You will maintain a broad understanding of the political and social context in which our grantholders operate in your country, convening grantholder and stakeholder networks to inform analysis and identify where they may need additional support and engagement. You will provide insight and policy context to inform medium and long-term portfolio development and new funding initiatives, working with Funding leads across the UK.

Key responsibilities

- Identify and respond to emerging policy issues and trends in your country
- Develop high level briefing materials
- Support external stakeholder engagement
- Identify opportunities to utilise directorate learning

Knowledge, skills and responsibilities

- A strong grasp of the policy environment, developing issues and themes
- Policy analysis skills
- Political awareness and understanding
- Strategic influencing skills
- Ability to coordinate systems and processes and develop effective working relationships to enable collaboration across the fund, for example in relation to managing stakeholders
- Parliamentary and legislative knowledge
- Excellent understanding of the role that digital skills play in policy and relationship management
- Experience of project management
- 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 3

- **Strategic direction**
  Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
  Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
  Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
  Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
  Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
  Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

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.