

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.

## Project Manager

### *Our managers*

As a manager at the Fund, whatever your specialism, you will proactively lead and manage either a team of people or an area of work, or both. You'll be accountable for high levels of performance, setting the standard for others to follow, putting our customers first and supporting our shared mind-set to achieve our strategic objectives.

Your people management skills will be brought to the fore and your ability to nurture, coach, inspire and empower people will be strong, supporting a constructive and positive working environment. Your project management skills will be equally solid, with an ability to delegate when necessary, and your decision-making will be informed by robust analysis and critical assessment. Through effective stakeholder engagement and management, you will deliver excellent customer service and use feedback to improve what we do whilst also drawing on your own learning and experience.

### *Your role*

In this particular role as part of our Development team, you will manage one or more agile projects, typically to deliver a specific product or transformation via a multi-disciplinary team. You'll be adept at delivering complex projects, using agile methodology, breaking down barriers for your team and both planning at a higher level and getting into the detail to make things happen when needed.

You'll work with our Development Managers and will be responsible for defining project needs and feeding these into the development process so that resource can be appropriately allocated. You will be core to decisions that build high performing teams, where people are excited about the work they are undertaking. Working closely with project managers in other teams, you will share knowledge and skills, and learn from best practice.

You'll line manage a project officer, and will also need to matrix manage a wider multi-disciplinary team, so your coaching, mentoring and influencing skills will come to the fore.

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

- Proven experience in delivering projects and products
- Familiarity with a range of agile delivery techniques and tools
- Proven experience balancing multiple priorities and dealing with ambiguity
- Strong understanding of the context in which we are operating
- Experience in matrix managing multi-disciplinary teams

## *You will be able to*

### **LEADERSHIP & MANAGEMENT**

- Engage with colleagues and stakeholders to generate commitment to goals and ensure delivery
- Be a flexible and confident manager who role models the Fund's vision and principles every day
- Identify individual and team strengths, addressing development requirements to deliver objectives
- Develop a positive working environment that supports others to be engaged and feel empowered to succeed

### **BUILDING GREAT RELATIONSHIPS**

- Build positive relationships and networks inside and outside the Fund to support delivery of objectives
- Demonstrate advanced communication skills including networking, negotiating, and presenting to a range of audiences
- Question and listen to understand customer and stakeholder needs, identifying common themes which support your decisions and actions

### **PERSONAL RESPONSIBILITY**

- Prioritise and role model continuous learning and self-development, seeking out feedback to improve own and team performance
- Remain confident and calm under pressure, and have a positive influence on others during times of change
- Actively seek out work and challenge and drive the delivery of own and team objectives, supporting and encouraging others to do the same

### **DELIVERY**

- Readily share learning, insight, skills and resources to support business activities
- Use technology to create a better service for customers and stakeholders
- Gather, analyse and interpret data and information to inform decisions about your own work and the work of the team

# Project Manager

- Understand and interpret the internal and external context when managing and planning business activities
- Monitor governance arrangements, providing solutions to risks and issues and ensuring lessons are learned for future 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

<b>Your job family is</b>	Operational Delivery	<b>Your directorate is</b>	England
<b>Your mode of working is</b>	Office based	<b>Your role template is</b>	Manager