It starts with community

The National Lottery Fund
Role Profile

Senior Grant-Making Manager

Directorate:	England/NI/Scotland/Wales
Department:	Funding or Regional Teams
Role/Competency level:	Level 4
Reports to:	Head of Funding/ Senior Head of Regional Funding

Role Profile: Senior Grant-Making Manager

Role purpose

In this particular role, you will lead the effective management and oversight of day-to-day grant-making and operations in your team, working closely with the Senior Head of Region/Head of Funding in a manner which furthers delivery of the directorate's priorities.

You will ensure that all proposals are critically assessed, and relationships with grantees and applicants are firmly maintained through effective decision-making, quality feedback and transparent processes.

You will ensure that operational management of the grant-making process and broader operations run smoothly, and that thematic knowledge and understanding is brought into decision-making. Organisational and operational risks will be identified and escalated to the Senior Head of Region/Head of Funding.

You will coach, inspire and lead several managers within the team, ensuring that the learning and development needs of all staff are met to ensure effective delivery but also to support the growth of team members.

You will support the leadership and management of the remotely based mobile team members in the region/area (England)/placed based funding teams (Scotland) with direct leadership of certain teams and line management of a team of Funding Managers.

Role Profile: Senior Grant-Making Manager

Key responsibilities

- Oversee operational management of your team's grant-making processes, asessments and customer relationships
- Identify and escalate organisational and operational risks
- Lead, manage and develop 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: Senior Grant-Making Manager

Knowledge, skills and experience

- Senior-level grant management and operational management experience
- Demonstrated experience in a senior level grant or programme development role
- Experience of building and leading dispersed teams to deliver excellent service
- Experience of managing large, complex budgets.
- Demonstrated effectiveness as a communicator who feels comfortable in all environments – from one-to-one communication to public speaking and high-level engagement.
- Proven ability to articulate ambitions that resonate with team members and customers.
- Risk management and mitigation abilities
- Deep understanding of the communities we serve
- Significant experience of collaborating with customers to create effective services

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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.