Deputy Director Regional Funding candidate pack

**Introduction**

Message from Director, England

Dear Candidate,

I am delighted that you are interested in applying for the post of Deputy Director Regional Funding within the England Directorate at The National Lottery Community Fund.

This is an outstanding opportunity for an exceptional candidate. The England Directorate is well placed to build on our well-established strategy to put People in the Lead. We have recently established regional teams, a more relational approach to our grant-making and an exciting new operating system to support our grant administration.

The opportunity now is to build on these strong foundations, embedding great grant-making practice and developing innovative approaches to funding that exemplify a people-led approach. Alongside this you’ll be deepening and developing external stakeholder relationships to fulfil our potential as a catalyst for change, broadening funding opportunities, and truly developing National Lottery funding ‘for everyone’.

This is a pivotal leadership role for someone with energy and passion, who sees how National Lottery funding can bring people together, enable communities to thrive and civil society to flourish.

I very much look forward to hearing from you

Elly De Decker

Director, England

**About us**

The National Lottery Community Fund is the largest community funder in the UK - we’re proud to award money raised by players of [The National Lottery](https://www.national-lottery.co.uk) to communities across the UK. Last year alone we gave out over half a billion pounds (£508.5 million) of National Lottery funding to over 11,000 community projects across the UK, enabling even more people and communities to bring their ideas and ambitions to life. We support a wide range of health, educational, environmental, and charitable projects with grants ranging from as little as £500 to multi-million-pound programmes. 86% of our new grants were for less than £10k.

People understand what’s needed in their communities better than anyone. We listen, collaborate and fund so that good things happen.

When people are in the lead, communities thrive.

At the heart of everything we do is the belief that when people are in the lead, communities thrive. National Lottery funding is open to everyone and we’re privileged to be able to work with the smallest of grassroots groups right up to large UK-wide charities. We have changed how we work across the Fund to help us serve people and communities more effectively, working flexibly and on their terms; working closer to communities.

**How the fund is structured?**

We are a distributor of National Lottery funding, established as a non-departmental public body by an Act of Parliament. The Chief Executive, as Accounting Officer, is accountable to the Department for Digital, Culture, Media and Sport for the Fund's overall performance, whilst high level policy directions are set by each of the four UK nations.

The National Lottery Community Fund has a board which is responsible for setting the Fund’s long-term strategy and key policies and making sure that it’s run in an effective and efficient way.

It delegates the day-to-day running of the organisation to the chief executive and her senior management team of directors who are responsible for delivering the strategy and policies set by the board. Funding committees operate in each country and are responsible for setting the local funding strategy to support the Strategic Framework and local policy direction and context and for approving significant and larger grants.

Our work is divided into four portfolios, covering funding across England, Northern Ireland, England and Wales, and the UK as a whole.  We have approximately 850 colleagues located across the four nations of the UK.

**Our name**

In January 2019 the Big Lottery Fund became known as The National Lottery Community Fund. This new brand name clearly shows what we do and who we do it for, positioning us as part of The National Lottery family.

**Our strategic framework**

Our purpose is to support people and communities to thrive.

At heart of what we do is our Strategic Framework – People in the Lead – that has at its core the belief that when people are in the lead, communities thrive. People understand what’s needed in their communities better than anyone. We listen, collaborate and fund so that good things happen.

Our work is guided by the following principles:

* **For everyone** - Our funding is open to all communities whatever their starting point and we understand that some will need extra support.
* **The strengths people bring** - We start with what people can contribute, and the potential in their idea.
* **A catalyst for others** - We listen to, learn from, act on and facilitate the things that matter to people, communities and our partners.
* **Shared direction, diverse approaches** - We value the diversity of communities we work with across the UK, are consistent in the quality of opportunities we offer, and support people to tackle inequalities.
* **Confidence, not control** - We trust in people’s ability to make great things happen, believing that our funding should enable rather than control.
* **Simple processes, good judgments**- We use simple, proportionate processes which enable us to make good judgments.
* **Using resources well** - We make informed choices about the resources given to us by National.

**Our regional teams**

As part of our transformation to working more closely to the communities we support, we have created 6 regional teams across England, run out of 6 regional offices: London, Birmingham, Newcastle, Manchester, Leeds and Exeter. Team members are dispersed, based in their local communities. The regional teams are mainly responsible for awarding and managing our grants over £10,000, but, crucially, are also responsible for developing the local understanding and local connections that will enable us to ensure that our funding makes the most difference to local people and communities.

Relationships are at the core of the way the regional teams work; relationships with applicants, grant holders, other funders, local decision-makers and other stakeholders and, of course, the local community.

Our local ways of working need to respond to the local context but remain sufficiently consistent across our organisation – we are all part of the National Lottery Community Fund and our core goals and principles need to transpire in whatever we do, wherever we do it.

* 26,988 the total number of projects funded in 2018/19. One in every local authority.
* Over 12,000 new projects = More than 1 new award every hour
* 86% of our new grants were for £10,000 or less

**Commitment to Equality, Diversity & Inclusion**

Equality, diversity and inclusion in our grant-making, and amongst our people, are all vital to our success in supporting people and communities to thrive.  We believe our people should represent the communities, organisations and individuals we work with.  We are committed to being an inclusive and great place to work, and recognise our people come from diverse backgrounds. We are a Disability Confident employer and positively welcome applications from disabled people.

**About the role**

This is an exciting opportunity to join the England Senior Management Team and lead our responsive funding across our 6 regions. Our regions span a diverse and complex geography and our grant portfolio reflects this, with awards from £10.000 over a few months to multi-million over a number of years across a wide variety of themes. As a generalist funder aiming to respond to what matters to communities we have, within our framework, the flexibility to fund a wide range of projects and organisations; we are present in almost all communities across England and our funding supports communities to address almost all of what matters to them today. You will oversee the allocation of our £200m commitment budget, and will lead a team of c.150 largely remotely-based, mobile team members across the regions.

The aim of the role is to maximise the impact of our funding and lead the strategic direction and management of our regional grant portfolio. You will be accountable for all aspects of strategic and operational management, including development of funding priorities, management of our grant budget, operational excellence, staff support and development and key stakeholder management. With the regional teams and our new ways of working embedding and a new grant-making system in place, our focus now needs to move on fully achieving the ambitions of our Strategic Framework which will require, amongst others:

* maintaining a nuanced balance between being responsive to the local context but being strategic at portfolio level
* further deepening our understanding of how our funding can best contribute and add value
* further connecting with others, be it other funders, stakeholders in the community as well as statutory bodies to look for ways to collaborate and share learning

Working with the 6 Heads of Region who report into you, you will ensure a level of consistency in the ways of working across the regions so that our customers and staff enjoy a unifying National Lottery Community Fund experience, while allowing flexibility where appropriate to recognise local differences.

As a senior leader, you will be a key representative of the National Lottery Community Fund, supporting the Director, England in further developing our relationships with key stakeholder at national level and cross-regional level and support the Heads of Regional Funding as required to further develop relationships within the regions.

You will be a key member of the England Senior Management Team, maintaining strong relationships with other members of the ESMT as well as with colleagues in other country portfolios and in the corporate support teams (specifically the Insight and Engagement Team and product development team); this role cannot function in isolation and we need to ensure alignment, not only across England, but also across the Fund as a whole.

We’re looking for someone who is passionate about making a difference through our funding, with a deep understanding of the communities we serve. You will have experience of building and leading teams and driving a high-performance culture through your ability to coach, inspire, and empower people. Your ability to build and maintain excellent relationships with a range of senior level internal and external stakeholders will be second to none, and you will be a confident communicator, comfortable in all environments. You will demonstrate an ability work in an agile way, ensuring we are flexible and continue to improve in line with feedback and insights from customers and frontline staff.

**About you**

As an experienced senior leader, you’ll have excellent understanding of the sector combined with a focus on delivery and operational excellent, an eye for improvement opportunities and outstanding interpersonal and communication skills. In addition to this you’ll need to demonstrate your experience and qualifications in these areas:

Experience and understanding of the environment we operate in and the communities we serve

* Excellent leadership capabilities and highly developed people skills, using your gravitas to enable and develop the regional teams and motivate them to succeed. Introducing consistent and realistic core principles, priorities and deliverables based on an understanding of the organisational as well as local context
* Good decision-making skills, considering evidence, analysis and personal experience to take and mitigate risk as appropriate
* Critical thinking, with a natural inclination to challenge the status quo as and when required to drive improvement
* Implementing effective performance management, planning, risk analysis and governance resulting in greater impact and efficiency
* Developing and enhancing relationships with senior stakeholders across sectors, representing the Fund externally
* Experience in budgeting and data analysis, as well as developing and delivering annual and longer-term strategic operating plans
* Values-driven and passionate about the Fund’s purpose

**For you**

We seek to develop our staff and offer a wide range of personal development opportunities.

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**How to apply**

The recruitment process is being undertaken by Inclusive Boards on behalf of The National Lottery Community Fund. If you wish to apply for this position, please supply the following:

* **A detailed CV setting out your career history, with responsibilities and achievements;**
* A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification.
* Please note that the covering letter is an important part of your application and will be assessed as part of your full application;
* Diversity monitoring form – your data will be stored separately from your application and will at no time be connected to you or your application.

If you would like to discuss this opportunity further, please contact Ros Hollinghurst or Elizabeth Oni-Iyiola on 0207 267 8369.

Please send your CV and cover letter to:

DDtnlcommunityfund@inclusiveboards.co.uk

**Closing Date: 29th March 2020**