

About Us

The National Lottery Community Fund is the largest funder of community activity in the UK - we're proud to award money raised by players of The National Lottery to communities across the UK.

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 and community groups.

We support a wide range of projects with grants ranging from as little as £500 to multi-million-pound programmes.

Last year alone we gave out over half a billion pounds (£588.2 million) of National Lottery funding to over 14,000 community projects across the UK, enabling even more people and communities to bring their ideas and ambitions to life. Over eight in ten (83%) of our grants were for less than £10k, going to grassroots groups and charities.

We are here to support people and communities through bad times as well as good – and that has never been so important as this year. Thanks to National Lottery players, we've been able to respond quickly and positively to communities working hard to mitigate the impact of COVID-19. Their efforts have been humbling and inspiring and we're delighted to have been able to help by distributing over £400 million pounds in National Lottery funding alone across the UK since the first lockdown began in March 2020.

About the Role

The overall purpose of the Portfolio Officer is to support the delivery of a range of funding programmes that aim to address long-term social issues and improve quality of life across the UK.

You will work across the whole lifecycle of grant-making (design and pre-application, assessment, decision making and grant management), placing the customer at the heart of what we do.

As a natural self-starter and organised person, you will be comfortable working at pace and able to use your initiative to complete given tasks. Bringing strong relationship building skills and experience to help identify communities, relationships and connections that will help us achieve the aims of our programmes.

As part of your role, you will work closely with customers to capture and understand their ideas, strategic approach, delivery plans and the potential of their ideas to deliver system change and benefit people and communities across the UK. You will spend time having in-depth conversations with applicants, their stakeholders, beneficiaries and the broader sector in your effort to understand their wider ecosystem, barriers and opportunities.

You will write thorough progress and assessment reports for the UK Funding Committee and Panel to update them on the progress of our work and seek strategic input or to provide them with evidence-based recommendations on how proposals fit with the Fund's strategic objectives, enabling them to make fair and informed decisions.

You will develop relationships with funding teams and other colleagues across our four Directorates and proactively create opportunities for exchange of learning and best practice. You will also reach out to them to seek advice on their local context.

You'll use a variety of communication channels and tools to share learning internally and externally promoting learning through networks and platforms. You will be curious and excited about innovation in funding, and you will participate and contribute in peer review meetings driving discussion, debate and challenge.

You will identify opportunities for developing our pipeline, linking up with what is happening and making connections between similar initiatives within the Fund and externally by actively participating in networks, events etc.

You may need to travel from time to time for this role (when travel is more possible), supporting colleagues and communities across the UK as we develop and deliver their programme.

About the Team

The UK Portfolio sits alongside the Fund's four-country directorates; England, Scotland, Wales and Northern Ireland as the fifth portfolio supporting projects and ideas of UK wide impact and significance that are focusing on transformational change. We are a small, energetic and agile team with a range of expertise that combined with our unique position in the Fund, working across all four countries, we put learning and insight sharing at the heart of what we do.

Contract Types: Fixed Term.

There are two roles, please indicate the one that you are interested in:

Role 1 is a 12 months Fixed Term contract full time.

Role 2 is a 12 months Fixed Term contract part time (0.8 FTE).

Hours:

Role 1 37 Hours per week

Role 2 30 Hours per week

Flexible working will be considered.

Essential Criteria:

We are looking for talented people from a wide range of backgrounds, cultures and experiences who share our values and are passionate about making a difference through our funding. Whether through lived or gained experience you will really understand the communities we work with.

In your application, you need to demonstrate how you address the following criteria:

- Advanced critical and analytical skills and ability to draw connections across knowledge, relationships and systems.
- Ability to nurture, develop and promote effective relationships and communication with colleagues, community organisations and other external agencies with a strong commitment to equity and inclusion.

- Strong listening, written and verbal communication skills: Proven ability to take in and synthesise a large amount of information and break down and communicate complex ideas engagingly and simply addressing audience needs.
- Experience of producing written pieces (e.g. reports, assessment papers, articles, case studies or research papers) to high standard and to a tight deadline.

Desirable Criteria:

- An understanding of systems changes work/ participatory grant making and/ or equitable funding and approaches.
- Good knowledge and understanding of the sector and the ability to spot trends and identify opportunities for our programmes.

For You

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

We offer a wide range of generous benefits including:

- Generous annual leave and company pension scheme
- Flexible working to support staff with their work/life balance, taking into account things such as caring responsibilities, worship and attendance at religious festivals
- Enhanced paid maternity, paternity and adoption leave
- Season ticket and cycle to work loans
- Paid volunteering leave

Equal Opportunities

We believe our people should represent the communities, organisations and individuals we work with. As such we particularly welcome applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBTQ+ and from different socio-economic and educational backgrounds.

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.