



Recruitment Pack

England Committee Members



Welcome

Thank you for your interest in The National Lottery Community Fund.

The National Lottery Community Fund is the largest community funder in the UK, raising money for good causes. People use this funding to do extraordinary things, taking the lead to improve their lives and communities. The National Lottery Community Fund has a critical role to play in supporting communities to unleash their energy and potential so they can get to where they want to be. Every year, the projects we back reach more than 5 million people and help tackle things that matter, such as mental health and loneliness, providing young people with skills and employment opportunities, supporting communities' COVID efforts and much, much more.

We are now recruiting for the first two vacancies in our England Committee, which sets the direction of our work and takes decisions about our large grants in England. These opportunities come at a time of significant renewal at the Fund. In 2022, the Fund has launched a strategy renewal – Putting Communities First - to set new direction to 2030. England Committee members joining at this exciting time will be responsible for overseeing delivery within England.

We are looking for individuals who will bring exceptional knowledge, skills and experience from the broadest base. In particular, we welcome candidates who have regional knowledge and wider public or private sector experience, knowledge and experience relevant to our focus areas, and senior experience developing partnership and collaborations. We particularly encourage applicants from underrepresented groups, with regional knowledge outside London and the South-East and also welcome applicants who have achieved success through non-traditional educational routes.

You will ideally be someone with unimpeachable integrity, skilled ambassadorial capability and a maturity of judgement. A natural collaborator, you will have highly effective interpersonal and communication skills, as well as a demonstrable interest in positive social change and a strong commitment to the values of our organisation. We want to ensure any appointee is committed to promoting diversity, in its broadest possible sense.

This is a significant opportunity to be involved in an organisation transforming people's lives. If you believe you have the background and personal qualities needed, we would be delighted to hear from you.

John Mothersole
Chair, England Committee



About the National Lottery Community Fund

The National Lottery Community Fund is the largest funder of community activity in the UK – we support people and communities to prosper and thrive. National Lottery players award an incredible £30 million a week for good causes. This money funds projects and activities that transform communities, protect our heritage, and enrich lives through arts, sports, and culture. We are proud to be one of 12 distributors responsible for awarding this funding across the UK.

We also distribute non-National Lottery funds, working closely with Government on funding for important issues. In all that we do we are **Putting Communities First**.

The organisation:

The National Lottery Community Fund is established as a non-departmental public body by an Act of Parliament. The Board is responsible for the overall strategic direction of the Fund and for the Fund's governance. It delegates the day-to-day running of the organisation to the Chief Executive and his senior management team.

Funding decisions are delegated to five funding committees (UK, England, Northern Ireland, Scotland and Wales) and to Executive Officers.

Policy responsibility for The National Lottery Community Fund in England, including setting policy directions, rests with the Department for Digital, Culture, Media and Sport.

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

The England Committee:

In England in 2020/21 we awarded over 6,500 grants worth £555 million supporting organisations in every local area. We offer a range of funding support from Awards for All, our popular small grants programme; Reaching Communities, our open and responsive programme for grants of more than £10,000 that can last up to five years and Partnerships offering a larger amount of funding for organisations that work together.

Almost all of our grants (97%) are made to voluntary and community sector organisations.

Further information on our England programmes can be found **here**.

We also collaborate with other funders, charities and individuals, sharing knowledge and building partnerships, and we encourage others to do the same, so we can all be as effective as possible.

To find out more, go to: **<https://www.tnlcommunityfund.org.uk/>**



Our purpose

We support people and communities to thrive.

Our goals in practice

The National Lottery Community Fund supports projects that make a difference to people and communities across the UK

Our funding anticipates and catalyses wider change to ensure that communities across the UK, and the organisations that support them, prosper and thrive

The National Lottery Community Fund is valued, trusted and efficient.

Our principles

We will be guided in the choices we make by a set of 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 judgements

We use simple, proportionate processes which enable us to make good judgements.

Using resources well

We make informed choices about the resources given to us by National Lottery players: with knowledge, with people and with money, and in an environmentally sustainable way.



Role Profile

The England Committee sets the direction of our work in England in line with the Fund's strategy direction and decides on our large grants in England.

Overall strategy and policy setting

- To agree long-term strategy and the key approaches to our funding in England, in line with the Fund's overall strategy and its governance processes.

Accountability

- To ensure the highest standards of governance and discharge of responsibilities.
- To observe the Seven Principles of Public Life and the Cabinet Office Code of Conduct for non-departmental public bodies (NDPBs) and comply with all statutory responsibilities.

Challenge and support the executive

- To support the England Directors, be a source of wise guidance and advice, and challenge and support the executive.

Effectiveness

- To agree the England Directorate's annual grants budget, monitor progress and approve corrective actions.
- To agree the distribution of funds for England.
- To agree changes to funding programmes and monitor progress and impact of our grant making.
- To ensure that risk is controlled and monitored.

Ambassadorial/reputational

- To be ambassadors for the organisation, within guidelines agreed by the England Directorate.
- To enhance and protect the reputation of the Fund.



Person Specification

Part One

Skills and Experience

- We want our Committees to have a broad base of knowledge, skills and experience and to reflect the diversity of modern society and the communities that we serve, in so doing embracing our society as a whole.
- As the Fund is embarking on a new strategy to 2030, we are looking for new Members able to bring a fresh outlook and energy.
- Our focus on place has seen the development of closer relationships in communities across England. Following the report of the Cultural Inquiry the Fund will be reviewing the membership, size and structure of its committees. This may lead to further changes in the roles and responsibilities of Members. In particular, the Fund welcomes candidates who have deeper experience and networks in regions of England and can demonstrate significant commitment to local communities.

Part Two

Skills, personal style and attributes

- Strategic leadership: ability to contribute to strategic decision making on priorities and funding in England in line with The National Lottery Community Fund's forthcoming strategy renewal and its strategic framework; demonstrates significant leadership experience, providing clear and compelling direction and encouraging decision-making and personal responsibility.
- The ability to understand complex issues and make decisions taking into account competing demands.
- Representing the Fund: Experience of representing an organisation and willingness to represent the Fund at public events and build relationships with other stakeholders.
- Equity Diversity and Inclusion: A clear understanding and commitment to achieving equity, diversity and inclusion and its advancement in the context of a public body and a funder.
- Governance: Awareness of the governance framework relevant to The National Lottery Community Fund; able to contribute to and lead decision-making forums. Understanding and commitment to the principles required to hold a public post of this nature (The Nolan Principles).



Terms of Appointment

Time commitment

Monthly time commitment will be approximately 2-3 days per month. The England Committee meets every two months including two annual away days. Every other month they hold a strategic session (one day).

There may be other Committee or Funding Panel meeting commitments will be identified on appointment and in discussion with the Chair of the Board.

Remuneration

£7,848 per annum, plus travel and subsistence allowances in line with The National Lottery Community Fund rates. The role is not pensionable.

Term

The appointment is for an initial term of up to four years.

Information on current Committee members can be found [here](#).

Equality, Diversity & Inclusion

Equity, 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 a fair and inclusive place to work and recognise people in our society come from diverse backgrounds. We are a Disability Confident employer and positively welcome applications from people with disabilities.



How to express an interest in the role

To make an application, please go to <https://starfishsearch.com/jobs/nlcf-ecm/> and click on the apply now button, with the following prepared:

- your CV or equivalent biographical information
- a covering letter that sets out your motivation for applying for this appointment, and why you think your skills and experience make you suitable

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

All applications will be assessed against the person specification for the post. Shortlisted candidates will be invited for an interview at the Fund's offices at Peel Building, 2 Marsham Street London. The interview panel will be chaired by John Mothersole, England Committee Chair.

Travel expenses for attendance at interview can be claimed.

Closing date	Friday 2nd December 2022
First stage discussions	w/c 2nd January 2023
Agreement of the final shortlist	late w/c 9th January 2023
Informal conversations with stakeholders	Prior to final interview
Final interviews	Early w/c 23rd January 2023

Following the interviews, the panel will submit its recommendations to the Chair of the National Lottery Community Fund Board. The Chair will make the appointment with the consent of the Secretary of State for Digital, Culture, Media and Sport. All public appointments are based on merit

This appointment will be made in accordance with the OCPA Code of Practice which requires that appointments are made on merit with independent assessment and transparency of process. Political activity will play no part in the selection process.

Candidates may come from a wide range of backgrounds and experience. The National Lottery Community Fund welcomes applications irrespective of race, colour, ethnic or national origin, sex, marital status, disability, sexual orientation, religion, religious beliefs or similar philosophical beliefs, age, gender re-assignment or community background.

Accessibility to public appointments is a fundamental requirement and the public appointments process promotes, demonstrates and upholds equality of opportunity and treatment to all applicants. If you require any of the application documentation in an alternative format, please contact [Starfish to complete].

These positions are public appointments, not employment positions, and subject to the relevant appointment principles.