# Lottery Funding Programmes Manager

## Role Description

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| Salary grade: |  | D |
| Reference number: |  | LFPM |
| Team: |  | Operations – Funding Services |
| Reporting to: |  | Director Operations – Funding Services |
| Line managing: |  | Grants and Information Officers |
| Location: |  | Flexible – can work from any Arts Council of Wales office |
| Travel: |  | Occasional |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

The Lottery Funding Programmes Manager is a key role within the Funding Services team. The team comprises Business Development, Business Support, Research and Evaluation and our Funding Advice service. The postholder will take lead responsibility for the coordination, planning and delivery of ACW’s Lottery funding programmes, reporting to the Director Operations – Funding Services. The postholder will be responsible for the effective distribution of Arts Council Wales’ National Lottery funding in support of Council’s strategic priorities.

Our annual National Lottery funding provides opportunities for arts organisations and arts practitioners to develop their resilience, commit to capital developments, work internationally, embed creative learning in schools and other settings and to support new artistic work across Wales.

### Principal responsibilities

Lottery funding programmes– designs and manages Lottery grant funding programmes, including:

* chairing grant assessment and decision-making meetings and making recommendations to SLT and Council for approval
* analysing the distribution of Lottery funds to identify gaps and trends within the Lottery funding programmes, and to inform the development of future Lottery funding programmes
* producing routine and ad hoc reports for the Director Operations and SLT, providing financial and other analysis of Lottery grant programmes
* designing targeted and impactful Lottery funding programmes.

Communications **–** promotes the lifecycle of Lottery funding programmes, including:

* ensuring that relevant guidance is prepared for each of our Lottery funding programmes
* ensuring that guidance is communicated in ways that are focused on areas of under‑representation in our work, by embracing and promoting the organisations Equalities work
* capitalising on the potential of digital media to communicate the opportunities presented by our Lottery programmes
* promoting the impact that our Lottery funding has across Wales through written reports and presentations.

Risk management – ensures that potential risks are identified, managed and reported on.

Management – is accountable for the effective and appropriate use of financial, human and physical resources within area of work, including the management, support and mentoring of the Grants and Information Officers to ensure that:

* calls, correspondence and queries are answered timely and efficiently
* lottery guidelines and consultation documents are prepared efficiently, accurately and to a high‑quality standard
* external advice is provided through workshops and events
* grant application processes are simplified and made fully accessible.

Advice and specialist knowledge – offers specialist knowledge and advice to colleagues, partners and applicants on Lottery funded programmes.

Advocacy – promotes the profile of the Arts Council of Wales and the activities that it supports through a mixed mode approach.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * Sound knowledge of office procedures, database management and record keeping * Experience of grant funding procedures within a public sector / charitable organisation | * Knowledge of grants management software |
| **Skills** | * Highly developed IT and administrative skills * Good interpersonal skills with a proven ability to operate in a role that provides guidance and advice to senior leaders and managers |  |
| **Experience** | * Proven line management experience * Experience of using data management/information systems and/or databases * Experience of drafting budgets, analysis and guidance | * Experience of operating and managing an advice service in the public sector |
| **Attributes** | * Actively leads the team to achieve objectives, being flexible and adaptable to the team’s developing needs * Commitment to and awareness of equal opportunities * Capable of keeping up with new policies and initiatives and suggesting improvements * Ability to prioritise and plan own work, using initiative to make decisions within an established framework * Ability to communicate clearly, with tact and diplomacy, including facts and knowledge relating to detailed requests and issues * Excellent spoken and written communication skills with the ability to be an effective, credible and persuasive advocate. Building and maintaining relationships both internally and externally * Confident, authoritative and well organised * Ability to work effectively under pressure * Commitment to high standards of customer care * The ability and willingness to occasionally travel throughout Wales and the UK | * An enthusiasm for the arts, especially in Wales |
| **Welsh language** | * Fluency in Welsh (both written and spoken) |  |