



## **Funding and Relationship Manager - Norfolk and Suffolk (with a focus on Great Yarmouth and Waveney) - Ref 16/045**

**Location:** Home-based

**Salary:** £27,000 - £36,000 pa + generous benefits (salary will be dependent upon skills and experience)

Initially appointed on a 1 year fixed term contract, with the potential to be extended. External secondees are welcome to apply.

**If you see potential rather than problems, opportunity rather than challenges, assets rather than needs, and think great stories deserve to be told, so do we. Come and join us and enable people to do great things.**

### **About us**

The Big Lottery Fund (the Fund) distributes around £650 million of National Lottery Funding across the UK each year supporting health, educational, environmental and charitable projects. We are fortunate to be able to support around 12,000 projects each year with grants ranging from as little as £500 to multi million pound programmes. By funding good causes, the Fund makes a real difference to local communities all over England.

Through our local teams in England we work to tackle disadvantage by focusing on what people can contribute, supporting communities (geographical or otherwise) to be better prepared for future challenges. Through our strategic programmes in England (A Better Start, Ageing Better, HeadStart, Multiple Needs and Talent Match) we want to make a difference to some of the most stubborn challenges faced by those most in need. We're making significant commitments over long periods of time to effect lasting transformational change.

It's an exciting time to join the Fund. We are one year into our Strategic Framework and developing our England Portfolio. This framework alongside our developing portfolio sits at the heart of our focus to enable people and communities to take the lead and do what matters to them.

### **About the role**

In this key role, you'll have a unique part to play in developing and maintaining relationships with a range of stakeholders. You will work locally with our customers throughout the entire grant making cycle from initial conversations to supporting our customers to understand their impact and grant management. You will also oversee some of the most complex partnerships we've funded. These partnerships are locally significant. We're looking for people who can manage relationships with confidence and credibility; people who know how to proactively support and challenge others to help them achieve great results; and to critically

analyse qualitative and quantitative data to draw out learning and good practice to support system change locally and nationally.

### **Location**

You will be living in or at close proximity to the focus areas within the overall geographical area you are covering and have excellent knowledge of the areas. Whilst you will either be home based or based in our London Office, you will be expected to be mobile and visibly connected to local communities and stakeholders for the majority of the working week.

### **About you**

You will be passionate about improving the lives of people most in need, skilled at building networks and bringing people together to make change happen, and excited by the challenge of finding out what works in enabling people to lead change, and sharing that learning with others. You'll bring with you the ability to understand complex local systems and challenge established thinking. You will have excellent communication and interpersonal skills.

In return, you'll receive access to a wide range of generous benefits including company pension scheme, generous holidays, flexible working, childcare vouchers, season ticket and cycle to work loans, childcare vouchers, and company health care cash plan.

### **Person specification**

To be considered for these exciting roles, you will need to demonstrate the following specialist knowledge, experience, skills and expertise:

- Strong relationship management skills, including conflict management, influencing and negotiating skills
- Excellent analysis and critical thinking skills
- Ability to gather, interpret and apply a wide range of intelligence and evidence to support decision-making
- Diverse communication skills, with an ability to express ideas and views clearly and confidently, tailoring your content and style to the audience
- Advanced reasoning, problem solving and analytical skills including the ability to respond effectively to changing operating and policy contexts
- Strong understanding of involving individuals with lived experience including an ability to champion the impact and importance of this approach and challenge tokenism or non-engagement by organisations
- Networking skills and the ability to encourage collaboration
- Ability to review budgets and management accounts in order to draw conclusions on financial health and financial management

## About applying

To apply online and further details about our application process, the Fund's work, and our range of excellent benefits, please visit [www.biglotteryfund.org.uk/jobs](http://www.biglotteryfund.org.uk/jobs).

Closing date: **14<sup>th</sup> August 2016 (11.59pm)**

Interview date: **Week commencing 22<sup>nd</sup> August 2016 in London**

For further information about these roles, please email the HR Helpdesk - [HRHelpdesk@biglotteryfund.org.uk](mailto:HRHelpdesk@biglotteryfund.org.uk)

**We are an equal opportunities employer. We positively welcome applications from people with a disability who are under-represented in our workforce.**