

United Kingdom Jobs Expertini®

Chief of Staff/ Pennaeth Staff

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Company: BIG LOTTERY FUND

Location: United Kingdom

Category: other-general

To make an application, please click here to find out more and have the following prepared:

Your CV (no more than three sides).

A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We are now seeking a Chief of Staff - a newly formed, critical role supporting the Chief Executive and wider organisation in the delivery of The National Lottery Community Fund's 'It starts with community' strategy to 2030. This is an exciting, demanding and varied role at a time of optimistic change and growth as we deliver our ambitious new strategy. As Chief of Staff the role incorporates responsibility for the Governance and Legal Group as part of its remit which as Deputy Director you will lead and oversee.

As Chief of Staff, you will enable the Fund to drive forward its strategy, corporate plan and organisational priorities on behalf of the CEO, Board, and Senior Management Team, understanding and navigating the complexity of our internal landscape and the external environment we inhabit. You will support the CEO driving accountability for delivery in an enhanced performance culture, lead strategic and tactical problem solving, and support and enhance positive team dynamics. You will lead special projects on behalf of the CEO and support high quality governance and decision making. As Deputy Director for Governance and Legal Group, you will lead the professional service delivery and development of a cohesive team across these vital enabling functions.

Essential:

Extensive experience operating in a cross-cutting, corporate or coordinating capacity at leadership level. This will have included working directly with/to a CEO, minister, director or senior official, or lead non-executive.

Robust record of developing and delivering on complex issues across organisational boundaries, with ability to identify opportunities and approaches that are not yet utilised.

Experience working in a complex organisation, including drafting and presenting papers at Executive and Board level, achieving corporate and commercial outcomes and driving change across functional/accountability areas, and using judgement and problem-solving to balance short- interest and long-term outcomes.

Experience of tackling challenging issues, with multiple differing views across organisations to find solutions.

Experience of development of, and implementation of, delivery plans that cut across multiple functions. Leading on resolving competing priorities and tensions across teams and with senior leaders while maintaining pace and progress.

Experience of building and leading brilliant teams through your ability to coach, inspire, and empower people. You will position yourself as a role model and motivate expert teams while working fluidly across a large, geographically dispersed organisation.

Proven track record of organising teams which deliver high quality, strategically value-added outputs to agreed and sometimes tight deadlines. You will have experience of working in, alongside or overseeing governance and legal teams, and be aware of the expectations and pressures placed upon these teams, and have a track record of developing strategies for delivering against these.

Experience working with a range of senior stakeholders as a trusted adviser. An ability to develop and enhance excellent relationships with a diverse range of senior level internal and external stakeholders, you will have experience in creating connections and driving shared responsibilities.

Proven track record of measuring and managing performance of services to ensure continuous quality. Good experience of budgetary management techniques, including

commercial contract and procurement to drive value for money.

Experience of operating in and driving a performance management culture.

Passion for, experience in, and understanding of the communities we serve and the environment we operate in.

Equity, Diversity and Inclusion

Communities in the UK come in all shapes and sizes. National Lottery funding is for everyone – therefore, we are committed to equity, diversity and inclusion and we work hard to ensure our funding reaches where it is needed.

We also believe our people should represent the communities, organisations and individuals we work with. That's why the National Lottery Community Fund is committed to being an inclusive employer and a great place to work. We recognise and celebrate the fact that our people come from diverse backgrounds. We positively welcome applications from people from ethnic minority backgrounds, people with disabilities or longstanding health conditions, people who are LGBTQ+, and people from different socio-economic and educational backgrounds, as well as people of all ages.

As a Disability Confident Employer, we take a proactive approach in making reasonable adjustments, if needed, throughout the recruitment process and during employment. (This can be related to a physical and mental health condition.)

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