



Department
for Culture,
Media & Sport



Chair

The National Lottery Community Fund

Candidate Pack

Introduction

The Secretary of State for Culture, Media and Sport wishes to appoint a Chair to the Board of The National Lottery Community Fund.

This is an extraordinary opportunity for an individual who is passionate about supporting people and helping communities thrive.



The National Lottery Community Fund

The National Lottery Community Fund's mission is to support activities that will strengthen society and improve lives across the UK. This is delivered through its new strategy to 2030, '[It starts with community](#)'.

The Fund is the largest funder of community activity in the UK. Thanks to National Lottery players, the Fund plans to distribute at least £4 billion of funding by 2030. Last year they made nearly 14,000 grants, equivalent to one grant made to a community in the UK every 7 minutes.

The new Chair will join the Fund at an exciting time, following the launch of the 'It starts with community' strategy. It sets an ambition to make a bigger difference through four community-led-missions, new ways of working, and values that will guide all of what the Fund does.

This is an incredible opportunity to Chair a high-profile UK public body that places social connections and community activities at the heart of creating healthier, happier lives and a flourishing society.

Background

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, as set out in its new strategy, 'It starts with community', and for the Fund's governance.

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

Accounting Officer and overall policy responsibility for the Fund including accounting for its finances to Parliament and setting policy directions, rests with the Department for Culture, Media and Sport and devolved administrations in the Nations.



Programmes/Initiatives

- Expanding grassroots community funding – with a new National Lottery Awards for All scheme with funding up to £20,000 over 2 years.
- UK Fund - funding organisations that want to do more to help communities come together and help make us a better-connected society with funding £500,000 to £5m
- UK based Climate Action Fund - ten- year £100 million fund supporting communities across the UK to take action on climate change.
- Third-Party funding: Distributing Dormant Assets in England, NI, Scotland and Wales and third-party programmes such as the Community Organisations Cost of Living and One Million Hours Fund.
- National Lottery – working with a new Operator and across National Lottery Distributors looking ahead to a new 4th licence period and marking the 30th anniversary of the National Lottery.

The Chair role

The Chair will be expected to:

- Provide exemplary leadership to the Board and wider non-executive group across the UK, ensuring that its funding has the greatest possible impact
- Build strong relationships and work in partnership with DCMS officials and Ministers
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of the Fund and live and exemplify the values of the Fund
- Shape and sustain a group of diverse and high-quality Board members whose skills and experience are appropriately deployed
- Be involved in the appointment of Board members and review their performance, including holding the Chief Executive to account for the overall performance of the Fund
- Lead the appointment and appraisal of the Chief Executive and provide support, advice, and constructive challenge to them and their executive team upholding the values and behaviours that underpin 'It starts with community'
- Drive effective relationships with other senior stakeholders in Government including Parliament, devolved administrations, civil society, and the media and opinion formers
- Act as an ambassador for the Fund

Essential Criteria

Prospective candidates for the role will need to be able to demonstrate that they meet the majority of the following criteria to a high degree:

Essential Criteria

- An understanding of the charity and community sectors with a track record of strategic leadership in civil society, public service, or business
- A proven track record at Board or equivalent level that demonstrates the ability to lead a non-executive board with skill and tact required for the scale and prominence of the Fund
- Excellent communication and interpersonal skills
- A demonstrable commitment to the mission and purpose of 'It starts with community' and for upholding the values and behaviours of the strategy

Desirable Criteria

- Previous experience in the community and voluntary sector and/or funding roles
- Experience of building and leading diverse and inclusive social purpose organisations
- A strong grasp of corporate governance, regularity and accountability with regards to public money and Non-Departmental Public Bodies

Time Commitment

- The Board meets quarterly, including an annual two-day meeting with overnight stay. They hold a Board and Committee day once a year. As a devolved, UK-wide organisation meetings take place across the UK. Some travel is required to attend meetings and events across the UK.
- In addition, the Chair may chair the UK Funding Committee and Remuneration and Appointments Committee and provides support and advice to the Chief Executive, represent the Fund at events and with senior stakeholders and fulfil an ambassadorial role.
- The time commitment can be up to two days a week or 96 days a year.

Remuneration

- The Chair's remuneration will be £40,000 per annum. The role is not pensionable. Expenses will be paid.

Term of Appointment

- The term of appointment is four years.

Key Dates

OPEN FOR
APPLICATIONS



10 January

DEADLINE FOR
APPLICATIONS



7 February

PANEL SIFT



27 February

INTERVIEWS



17 April

Diversity and inclusion

DCMS is committed to eliminating discrimination and advancing equality of opportunity in its public appointments. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. This ensures that boards of public bodies benefit from a full range of diverse perspectives and are representative of the people they serve. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and what we can do to encourage a more diverse field to apply.

We try to guarantee an interview to anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria. If you wish to apply under this scheme, either state this in the covering email or letter when submitting your application or contact the team. This will in no way prejudice your application.

Reasonable adjustments

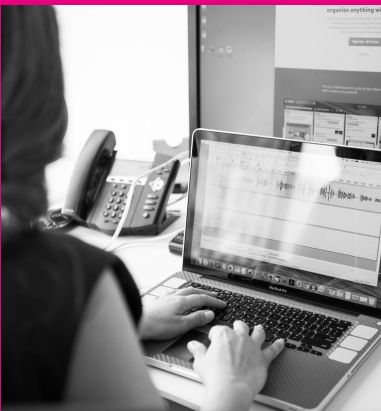
If you would like a confidential discussion regarding any reasonable adjustments during the process, please indicate this in the covering email or letter or communicate with the public appointments team, who will be happy to discuss this with you.



STEP 1

CV

On no more than two sides of A4



STEP 2

Statement of suitability

Describe how you meet the criteria for this role.



STEP 3

Equality information and information relating to any **outside interests or **reputational issues****

Apply Online

<https://apply-for-public-appointment.service.gov.uk/roles>



This appointments process adheres to the Cabinet Office Governance Code on Public Appointments, which is regulated by the Commissioner for Public Appointments.

Eligibility Criteria

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with a creditor
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

Terms and Conditions

Conflicts of Interest and Due Diligence

If you have any interests that might be relevant to the work of The National Lottery Community Fund and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.



**Department for Culture, Media and Sport
Public Appointments Team**

publicappointments@dcms.gov.uk

Department for Culture, Media and Sport

Campaign Manager: Sujan Kareer

sujan.kareer@dcms.gov.uk

The National Lottery Community Fund Contact:

Catherine Roberts

Catherine.Roberts@tnlcommunityfund.org.uk