



HEATON NORRIS PARK 150TH ANNIVERSARY

HLF Compliance & Evidence Administrator

National Lottery Heritage Fund · Project Administration

LOCATION

Stockport

DURATION

13 months

HOURS

10/wk

RATE

£15/hr

KEY RESPONSIBILITIES

HLF COMPLIANCE & DOCUMENTATION

- ◆ Maintain a clear compliance checklist aligned with NLHF requirements for evidence of activities, participation data, digital outputs, safeguarding and consent, capital works documentation, and procurement and contractor records.
- ◆ Ensure all required documentation is collected, stored and accessible for audit.

EVIDENCE COLLECTION & MONITORING

- ◆ Gather, organise and store attendance sheets, consent forms, surveys and feedback, case studies, photographic and video evidence, and records of community engagement.
- ◆ Work with the Project Manager to ensure each event or activity has the correct evidence captured.

DIGITAL COMPLIANCE & ARCHIVING

- ◆ Ensure all digital outputs meet NLHF standards: CC BY 4.0 licensing, accessibility requirements, metadata tagging, and long-term storage and archiving.
- ◆ Work closely with the Website & Digital Lead to ensure digital materials are uploaded correctly and stored securely.

REPORTING & ACCOUNTABILITY

- ◆ Prepare evidence packs for quarterly NLHF reporting.
- ◆ Maintain a master evidence log showing what has been collected and what is outstanding.
- ◆ Support the Project Manager by drafting sections of monitoring and evaluation reports.
- ◆ Track progress against project outcomes and indicators.

FINANCIAL EVIDENCE SUPPORT

- ◆ Maintain organised financial evidence including receipts, invoices, contractor agreements and procurement documentation.

- ◆ Ensure all financial records meet NLHF audit standards.

SAFEGUARDING & GDPR COMPLIANCE

- ◆ Maintain secure storage of consent forms and sensitive data.
- ◆ Ensure all media contributors have signed appropriate permissions.
- ◆ Support ethical and compliant handling of personal information.

CAPITAL WORKS EVIDENCE

- ◆ Maintain documentation relating to condition surveys, permissions from Stockport Council, contractor quotes, before/after photographic evidence, and compliance with Greenspace team requirements.

SKILLS & EXPERIENCE

- ◆ Experience in compliance, monitoring, evaluation or project administration.
- ◆ Strong understanding of documentation standards, audit requirements or funder reporting.
- ◆ Excellent organisational skills and attention to detail.
- ◆ Ability to manage sensitive data securely and ethically.
- ◆ Competent with digital filing systems, cloud storage and structured archiving.
- ◆ Experience working with community projects or heritage programmes (desirable).
- ◆ Ability to work independently and proactively flag gaps or risks.

OUTPUTS EXPECTED ACROSS ALL STAGES

- ◆ A complete, well-organised evidence archive for the entire project.
- ◆ All NLHF compliance requirements met and documented.
- ◆ Quarterly evidence packs prepared for the Project Manager.
- ◆ Digital outputs stored with correct metadata and licensing.
- ◆ Financial evidence maintained to audit standard.
- ◆ Clear documentation supporting the feasibility study and future capital bid.

DELIVERED IN PARTNERSHIP WITH

