

## **GRANTS COORDINATOR**

The Grants Coordinator is responsible for identifying and applying for grants to financially support the club.

### **Responsible to**

The Grants coordinator is directly responsible to the President and members of the club.

### **Responsibilities and Duties**

The Grants Coordinator should:

- Identify grant opportunities
- Prepare and submit high-quality grant applications on behalf of the club
- Draft business cases to justify investment
- Maintain an accurate Grant Funding Register
- Assist with the development of grant policies and processes for the club
- Assist in coordinating information about the club to support all grant applications and reports
- Ensure compliance with all organisations, funding body, legislative and regulatory requirements
- Report on grants and the Monthly General meeting

### **Knowledge and Skills Required**

Ideally the Grants Coordinator is someone who:

- Has an interest in improving the financial position of the club
- Can communicate effectively and has good interpersonal skills
- High level of administrative skills including accurate computer skills
- Demonstrates attention to detail and the importance of accurate records management
- Can maintain confidentiality on relevant matters
- Displays positivity and enthusiasm
- Is well organised and has the ability to delegate tasks (when required)

### **Time Commitment Required**

The estimated time commitment required as the Grants Coordinator is 5 hours per week.

The Grants Coordinator is appointed for a 12 month period.