



GRANTS OFFICER

Reports to: Management Committee

Purpose of role

The Grants officer is there to apply and co-ordinate for all grants on behalf of the club.

Qualifications & Desirable Characteristics

- Hold a current volunteer "Working with Children Check"
- High organisation skills
- Computer skills
- Effective communication skills
- Respects and keeps confidential matters confidential when necessary
- Knowledge or relevant experience of committee procedures

Duties & Responsibilities

Prior, during and post season duties of the Grants Officer may include but are not limited to:

- Provide a summary of the grant and suggestions for the club to consider;
- Apply for the grant within the timeframes of the application;
- Where necessary, be the accountable officer of the grant application;
- Acquit all grants on behalf of the club;
- Ensure the club complies with the grant terms and conditions;
- Co-ordinate, where required any and all quotes and documentation required for the grant application.

Time Commitment: 3 – 10 hours per week or as requested

