



## Grants Officer Position Description

The Grants Officer of Mt Carmel Tennis Club is charged with managing the club grant applications. The Grants Officer will play a key role in increasing the club participation and resourcing through successful grants on offer from varying bodies.

### **Desirable Attributes**

The Grants Officer should:

- Be organised and professional
- Have strong writing and communication skills
- Have strong attention to detail
- Be enthusiastic with a good knowledge of club activities
- Be a dedicated club person
- Be organised and an efficient worker
- Be computer savvy
- Maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer's Working With Children Check or equivalent

### **Responsibilities**

The general responsibilities of the Grants Officer may include, but are not limited to the following responsibilities:

- Identify sources of funding that will suit the club and boost participation within the sport
- Actively apply for grants in which the club is eligible to submit an application for
- Keep a record of applications and grant information (such as terms and conditions, what was applied for, who will benefit, application and spending deadlines)
- Complete any acquittals as necessary
- Liaise with the Communications Officer to ensure any news of successful grants are celebrated with the club community
- Provide monthly updates on grant applications, progress and outcomes to the club Committee

If at any stage the Grants Officer becomes aware of a personal conflict of interest, real or perceived between themselves, the club or team selections, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

*The estimated time commitment required as the Grants Officer is 1 hour per week (2+ hours when preparing grant applications).*