



Grants Officer

Volunteer Committee Position Description

**Reports To**

President / Treasurer

**Works Closely With**

Treasurer, President, Secretary

PURPOSE OF THE ROLE

Help secure additional funding from government bodies, sporting foundations, and community programs. The Grants Officer is focused purely on formal grant applications and their acquittal — distinct from the Sponsorship Liaison Officer (local businesses) and the Fundraising & Events Coordinator (community events).

KEY RESPONSIBILITIES

- Identify and maintain a future projects and programs database to meet the priorities and goals of the club — a 'grants wish list' aligned to committee priorities
- Research available grants from local, state, and federal government, sporting and community organisations
- Identify grant opportunities aligned with the club's priorities and maintain an annual grants calendar
- Coordinate and oversee the development and submission of grant applications in consultation with the committee
- Coordinate and oversee the development and submission of grant acquittals
- Document processes, maintain records, and produce reports on all grants for the committee
- Liaise with the Treasurer to ensure grant funds are correctly received and recorded
- Communicate grant outcomes to the committee and flag upcoming deadlines
- Maintain strong relationships with the local association and member federation grant contacts
- Build and maintain relationships with council and government funding contacts
- Work closely with relevant committee members to problem-solve and find ways to support the club's programs, facilities, and gear requirements through grant funding
- Stay across changes to grant programs and emerging funding opportunities

TIME COMMITMENT

3–6 hours/month (higher when applications or acquittals are due)

**People Management**

N/A — maintains strong relationships with association and member federation grant contacts

**Budget Management**

N/A

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Strong written communication — grant writing is about compelling storytelling
- Organised with good attention to deadlines and reporting requirements
- Research skills to identify relevant funding opportunities
- Experience with grant writing is a bonus but not essential

**Essential Requirements**

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.

End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

✓ You'd be great for this if...

You're a strong writer who loves making a case for something you believe in. You enjoy research, you're not intimidated by forms, and you get a real buzz out of a 'Successful' email. Every grant you win goes directly back into our club and our kids.