



TEA TREE GULLY NETBALL CLUB Mission Statement: To bring together a community of netballers, through a family orientated club that supports its players, coaches, and its extensive member group. The club is dedicated to providing a sporting environment that is inclusive, fun, engaging, positive, and empowering to all those involved.

POSITION TITLE: GRANTS OFFICER POSITION NUMBER: TTG20

REPORTS TO: General Committee

TYPE OF POSITION: Volunteer

Period of appointment: 1 Season (Winter/Summer)

Date developed: March 2020 Review date: March 2022

Role Overview: Grants Officer is responsible for: 1. increasing grant funding opportunities for the club, 2. Being the person whom liaises between the club and the grant provider, 3. Ensure good record keeping of each grant application and any further follow up required.

Principal Accountabilities

1. Attend monthly committee meetings and provide reports
2. Assist club in identifying their needs/ambitions and contribute to the creation and implementation of long-term plans.
3. Actively seek grant funding opportunities.
4. Assist club by applying for grants
5. Liaise with key personnel to assist grant application success and seek feedback.
6. Be willing to attend information seminars/training opportunities for the role.
7. Manage the acquittal process of a successful grant.
8. Maintain a grant portfolio for the club.
9. Hold all information obtained as part of this role and all dealings with Tea Tree Gully Netball Club as Confidential.

Qualifications/Experience: 1. Good communication skills and comprehensive written skills. 2. Excellent computing skills. 3. Sound time management and organisational skills. 4. Current National Police check.



Position Summary: The Grants officer is responsible for linking the Tea Tree Gully Netball Club with opportunities for grant funding and to do so in conjunction with the vision of the club. For a community club this is one method in which is used to ensure that the club can function and provide appropriate equipment and resources to the club members, including coaches, players and umpires. Having a dedicated person in this role, enables the club to have a developed and comprehensive grant portfolio. The position is responsible for the liaising between grant providers and the club and in doing so the communication between each is important to ensure that the club meets all needs required in the acquittal process of successful grant applications. The position needs to work closely with the committee, in particular with the club treasurer to ensure that all finances relating to the grants are dealt with appropriately. When the opportunity arises the grants officer should attend training that will be of benefit to the position and the club.

Approved: _____

President Tea Tree Gully Netball Club

Date: / /

Accepted: _____

Name: _____

(Grants Officer)