

## Grants Manager

<b>Role purpose</b>	To source and secure and grants for the Club.		
<b>Reports to</b>	Lifesaving Operations		
<b>Organisational structure</b>	Can be part of a team but likely working on small- or large-scale grant application along with the Director of Lifesaving Services and Life Saving Victoria's Grant Seeking Unit Other Club members may be co-opted to provide assistance or form part of a team		
<b>Responsible for</b>	<p>Looking for suitable grants for Club projects and priorities Sourcing quotes Preparing grant applications Preparing information to support applications prepared by the Surf Life Saving Australia (SLSA) Grant Seeking unit Liaising with members, community groups, the Club Bboard and the SLSA Grant Seeking Unit</p> <p>Executing grant agreements Completing grant financial and progress reporting</p>		
<b>Skills/attributes/ qualifications for role to succeed</b>	<ul style="list-style-type: none"> <li>• Excellent written communication and organisational skills</li> <li>• Confidence in dealing professionally with funding agencies, public authorities, club members, the public and external supporters</li> <li>• Works efficiently and professionally</li> <li>• Can work independently, with minimal day-to-day supervision</li> </ul>		
<b>Role duration</b>	Ongoing.		
<b>Time commitment</b>	<b>Activity</b>	<b>Frequency</b>	<b>Time</b>
	Grant writing Grant management	Several minor and major grants each year	Several hours per grant depending on size.
<b>Key stakeholders</b>	<ul style="list-style-type: none"> <li>• Club members</li> <li>• Board members</li> <li>• LSV and SLSA</li> <li>• Funding authorities</li> <li>• Public authorities</li> </ul>		
<b>Authorities/delegations</b>	Working closely with the Club board in particular Lifesaving Operations Director for guidance and approval on applications and requirements		
<b>Position description last reviewed</b>	<b>Reviewer</b>	Campbell Smart Jason Close	<b>Date</b> 11/10/23