## Grants and Funding Officer Role Description

**Overview of the Role**

The Grants and funding Officer is responsible for raising funds to support the running costs of the venue, for specific events and for facility improvement.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* With the management committee, identifying the financial needs of the club and setting realistic funding targets each year
* Applying for grants from funding programmes provided by national organisations such as the LTA and Sport England
* Applying for local community funding pots held by local authorities and commercial companies, such as supermarkets and building societies
* Agreeing and co-ordinating fundraising events/activities, such as fun quiz/BBQ evenings, raffles, lotteries and fun days
* Working closely with the treasurer to support the purchase of items and floats for fundraising events, and for financial planning
* Understanding what the venue has to offer in terms of sponsorship and approach local companies

**Skills and experiences needed for the role**

* Good written and IT skills
* Good organisation skills
* Confident, friendly manner
* Trustworthy ambassador for the venue
* Strong financial skills

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will be asked to attend management committee meetings

**Further Information**

* This role does not require a DBS check