



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Grant Co-ordinator

ORGANISATION:	Newton Jaguars Netball club
POSITION TITLE:	Grant Co-ordinator
POSITION TYPE:	Voluntary
RESPONSIBLE TO:	Club Committee
TERM OF OFFICE:	1 year / 2 years
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

To manage the Grant application process for NJNC. To co-ordinate applications for Grant monies available from Government, Netball association, Local Government and Community organisations.

KNOWLEDGE / SKILLS

- Good people skills and interest in all aspects of NJNC
- Excellent communication skills written and verbally
- Good time management and the ability to plan and execute Grant Applications
- General requirement of Grant Application Process
- Able to promote and work in a team environment with the Committee and other contributors
- Maintain confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft office, Publishing software and social media platforms. Regular access to Computer and Phone.

RESPONSIBILITIES AND DUTIES

- Promote an active “BELIEVE IT – ACHIEVE IT” culture in NJNC
- Be well informed on NJNC activities
- Aware of the NJNC Constitution, By laws, Policies and Procedures relevant to the role
- Develop a club Profile which represents the Club professionally to present to various bodies to promote the need for Grant monies
- Create list of grants available that NJNC may have access to. Government, Local Government, Community Bodies, Netball Associations
- Maintain and update regularly a WANT list for activities and services that NJNC wish to provide to the Netball community to maintain and improve best practices in the organisation
- Keep informed of special grants that may be available from time to time.
- Create calendar for grant applications yearly to ensure all grants possible are actioned in a timely manner.
- Process Grant Applications and apply for all grants that are available with the approval
- Maintain a relationship with all bodies that provide Grant opportunities



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ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of the NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE