



The Village Hall with Endless Possibilities

Grant Coordinator Role Description:

As the Trustee acting as Grant Coordinator for the Charity, you will play an important role in managing and identifying grant opportunities that align with the needs of the charity to help achieve the goal of managing and maintaining the facilities at the Reading Room & Recreation Ground for the benefit of all who use them and the local community.

Specific tasks include the following:

- Liaise with the team to identify projects that require additional funding streams,
- Research and identify potential grant funding opportunities that align with the projects identified,
- Manage the grant application process including preparing grant proposals, budgets and any supporting documentation,
- Coordinating with fellow Trustees, the Bookkeeper and the Facilities Coordinator to gather the relevant information required to complete a grant application,
- Ensure that grant guidelines, requirements and deadlines are met and that any reporting requirements are fulfilled as required,
- Develop and maintain relationships with grantors, foundations and other funding sources,
- Liaise with the Treasurer, Bookkeeper and other Trustees to monitor the progress and outcomes of funded projects and feedback at the Trustee meetings,
- Collaborate with Trustees and the Facilities Coordinator to ensure the effective implementation of funded projects,
- Stay up to date with any relevant funding trends, best practice and any changes in grant regulations,
- Liaise with the Chair Trustee to ensure that the effectiveness and impact of any funded projects are evaluated and communicated to any relevant parties and the local community where appropriate.

Required Skills:

- Good communication skills – written and verbal
- Ability to gather information from various sources, analyse findings and present findings
- Good organisational skills with the ability to meet deadlines
- Good attention to detail
- Ability to build relationships and collaborate with internal and external stakeholders
- Knowledge of grant writing techniques would be useful but not essential as training will be provided for this
- Ability to work independently and as part of a team
- Familiarity with grant regulations, compliance requirements and reporting procedures would be useful but not essential as training will be provided for this.

Anticipated time commitment would be between 3 and 5 hours per month. This may increase or reduce slightly subject to volume of grant applications and deadlines.