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## ROLE DESCRIPTION

<b>ROLE</b>	<b>Grants Officer</b>
<b>Purpose</b>	The Grants Officer is responsible for coordinating the Club's grant submissions
<b>Responsible to</b>	President
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>● Identify and develop opportunities with new grant rounds and donors</li><li>● Liaise with Surf Life Saving Foundation's Grant Seeking Unit (GSU) to develop and submit grants</li><li>● Write grant submissions</li></ul>
<b>Knowledge, Skills &amp; Training Required</b>	<ul style="list-style-type: none"><li>● Strong communication and business relationship skills</li><li>● Good understanding of club culture and operations</li><li>● Ability to organise and delegate tasks</li><li>● Maintain confidentiality on relevant matters</li><li>● Must be a financial member of the Club</li></ul>