

<b>Position Title:</b>	<b>Funding Coordinator (often Chairperson's secondary duty)</b>
Reports to:	Chairperson in the first instance and then Committee.
Salary:	Nil (voluntary role) Membership fee of gold coin after first year. Optional free toy hire.
Position Type Hours:	TBC
Funding Coordinator Duties:	<ul style="list-style-type: none"> <li>● Plans and keeps a funding calendar of application closing dates from various known funders for the year.</li> <li>● Research possible funding sites / new sources and their funding criteria.</li> <li>● Submit funding applications (main funders - COGS, Lion Foundation, Lotteries Commission, Pub Charities, etc.).</li> <li>● Monitors and reports back to the Committee of funding targets.</li> <li>● Maintain records of all grant applications and outcomes</li> <li>● Ensure any accountability requirements are completed for successful grants and that funders are all publicly and formally acknowledged (press, website, Facebook, etc.)</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Provide a yearly report at the AGM on matters arising from funding.</li> <li>● Attend committee meetings.</li> <li>● Liaison with the chairperson on a regular basis.</li> <li>● Be available for yearly stocktaking.</li> <li>● Other miscellaneous duties as they arise.</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health and safety.</li> <li>● Ensures own and others safety at all times.</li> <li>● Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion.</li> <li>● Informs committee of any health &amp; safety issues that need improving.</li> </ul>

<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● Ability to organise and execute plans.</li> <li>● Understands the need for confidentiality, and is prepared to keep information (e.g. about members and/or committee) confidential</li> <li>● Ability to be able to deal with any conflict that may arise.</li> </ul>
Excellence Focus:	<ul style="list-style-type: none"> <li>● Is motivated to achieve goals and objectives. Is self-motivated (i.e. does not require direction/encouragement from external sources).</li> <li>● Adapts easily to changes at work. Proactively manages conflicting demands on time.</li> </ul>
Technical Expertise:	<ul style="list-style-type: none"> <li>● Competent in the use of word-processing and spreadsheet packages</li> </ul>