



**DONVALE  
NETBALL CLUB**

## POSITION DESCRIPTION

*Donvale Netball Club Inc. exists to improve people's lives through the sport of Netball*

<b>Position Title:</b>	<b>Grants Officer</b>		
<b>Reports to:</b>	President & Secretary	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Volunteer		
<b>Time Commitment</b>	4 Hours per season (approximately)		
<b>Netball Victoria</b>	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster &amp; District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Manager, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Membership Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
<b>Commitment to Child Safety</b>	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

### Primary Purpose of Position

- Responsible for researching relevant grants and bringing to the attention of the Committee.
- Preparation of grants, lodgment, acquittal and associated project management

### Key Responsibilities

- Research grants available through the various grant bodies, including but not limited to Council, State Government, Federal Government, Sports funding and sponsorship entities.
- Match grants to Club projects to benefit Club membership and enhance Club activities.
- Prepare grant documentation and quotes
- Maintain receipts and documentation for acquittal purposes.
- Prepare grant acquittal reports

- Work within grant and grant acquittal guidelines and timelines
- Liaise with grant preparation bodies, where required (e.g. The Grant Professionals)
- Liaise with Committee regarding relevant marketing, social media, stakeholder invitations etc.
- Co-ordinate delivery of grant projects with relevant Club officials

#### **Knowledge, Skills & Abilities**

- Commitment to the success of the Club, its membership and the sport of netball.
- Effective communicator
- Effective written communication and report writing skills
- Effective time management
- Able to maintain confidentiality and act with discretion
- Computer proficiency
- Initiative, ability to work independently and guide projects through to their conclusion

#### **Other Requirements**

- Induction Training
- Working with Children Check