

Grants and Funding Officer Role Description

Grants and Funding Officer

Responsible for raising funds to support the running costs of the venue, for specific events and for facility improvement.

Main duties

- To identify with the management committee the financial needs of the club and set realistic funding targets on an annual basis
- To apply for grants from funding programmes provided by both national organisations such as the [LTA](#) and [Sport England](#)
- To apply for local community funding pots held by local authorities and commercial companies, such as supermarkets and building societies
- To agree and co-ordinate fundraising events/activities, such as fun quiz/BBQ evenings, raffles, lotteries and fun days
- To work closely with the treasurer to support the purchase of items and floats for fundraising events, and for financial planning
- To understand what the venue has to offer in terms of sponsorship and approach local companies

Skills and traits

- Good written and IT skills
- Team player, with ability to work independently
- Organisation skills
- Confident, friendly manner
- Trustworthy ambassador for the venue
- Financial skills

Key Relationships

- Chairperson and management committee
- Treasurer
- Local County Tennis Association

Time commitment

- Attendance at management committee meetings
- 1-2 hours per week, with more in the lead-up to an event

Criminal records check

- Dependent on their contact with children and/or adults at risk and/or access to confidential information