# POSITION DESCRIPTION WAWA Grants Officer

The WAWA Events Coordinator is responsible for identifying and securing grant funding sources to promote the programs and activities of the WAWAs.

**Tasks:**

The Grants Officer is responsible for:

* Identifying grant opportunities
* Developing a list of potential projects and matching with applicable funding
* Writing grant applications
* Tracking the progress of submissions for grant applications
* Working with the WAWA committee for the successful application of the grant once awarded
* Overseeing the grant acquittal process
* Preparing a monthly activity report

**Skills Required**

Ideally a Grant Officer is someone who:

* Has experience as a grants officer
* Understands the end to end grant process
* Is positive and enthusiastic about supporting women in Local Government
* Able to allocate regular time periods to research and apply for grants
* Excellent communication skills
* Able to meet tight deadlines
* Is well informed of all WAWA activities
* Has knowledge of the WAWAs operations, rules and policies
* Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

**Appointment term and time commitment**

* The Grants Officer is appointed for a term of 12 months
* The estimated time commitment required is 4 hours per week
* Attendance at monthly Committee Meetings is required (approx 1 hour per month)