

Job Description

Grants Management

Purpose Of The Work

The purpose of the work is to enable the Charity to make successful bids for relevant grants and to manage the successful application of grants awarded.

Tasks

The tasks are:

- establish relationships with relevant people and grant organisations
- research the grants available
- identify grant opportunities that meet the Charity's needs
- generate and submit grants
- manage the successful application of grants awarded

Commitment

an average of 1.8 hours a week

Relevant Skills And Experience

Essential

competent use of word processing and spreadsheet applications
working with others

Useful

some understanding of grants and relevant organisations

For further information call 07747 860 592 or email contact@wasahall.co.uk