

Volunteer Role Description

Position	Grant Coordinator Assistant
Portfolio	Grants
Supervisor/Mentor	Pauline Kershaw

Purpose of the role:
To work with the Team manager to assist with searching out relevant grants and develop an understanding of Gecko’s needs for obtaining funding for various projects.
Tasks and duties:
<ul style="list-style-type: none"> • Review and understand Gecko’s needs and aims in relation to funding • Help identify relevant grants for any proposed projects • Help to coordinate the processing of grant applications • Understand how to maintain records in our system • Work with the Grants Team to achieve outcomes of funding
Estimated hours: Approximately 4 hours per week

Required or desired skills:
<p>Computer literacy with Word and Excel</p> <p>Willing to learn grant writing procedures</p> <p>Ability to be self-directed, but happy to work with a team</p>