New Lambton Football Club Juniors
Position Description – Facilities, Grants and Submissions Coordinator

JOB TITLE:

Facilities, Grants and Submissions Coordinator

OBJECTIVE:

The Facilities, Grants and Submissions Coordinator assists the committee prioritise its goals and also identify available grants, funding opportunities, etc and other sources of funds available for NLFC.

Also identifies appropriate projects which may be eligible for funding, advise relevant committee members and completes applications / submissions.

RESPONSIBILITIES:

- Identify available grants, funding opportunities, etc and other sources of funds available for NLFC.
- Identify appropriate projects which may be eligible for funding, advise relevant committee members and complete applications / submissions.
- Prepare quality grants and funding submissions and assist others with process, including research and analysis to support funding applications, obtaining required approvals, etc, where required.
- Complete or assisting with Agreement, compliance, monitoring and acquittal processes.
- Arrange appropriate execution of applicable grants and funding documentation and complete any reporting requirements.
- Network with potential clients, contractors and suppliers to ensure best-quality outcomes for all parties, both internally and externally.
- Deliver agreed outcomes on time, with best practice and minimal exposure to risk, apply quality assurance.
- Participate in financial, accounting and budgeting processes as required.
- Make recommendations for best use of space for NLFC, as well as providing ways to improve existing locations / facilities and making recommendations for new / improved locations.
- Offer professional services on assigned projects concerning design, construction, development, or installation of buildings and facilities.
- Oversee construction progress, ensuring that timing, costs and contract requirements are adhered to.
- Supervise relevant construction, equipment installation, renovation and redesigning projects.
- Work with management to review design changes, equipment specifications / substitutions, etc.
- Develop and design feasibility submissions on requested projects for review.

NEW LAMBTON
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RELATIONSHIPS:

- The Facilities, Grants and Submissions Coordinator reports to the club's President and General Committee of the club.
- A close relationship is required with all governing body departments, as well as other relevant stakeholders (e.g. City of Newcastle).
- Liaises with various external stakeholders / suppliers.

ACCOUNTABILITY:

- The Facilities, Grants and Submissions Coordinator is accountable to the President and General Committee of the club.
- The estimated time commitment required as the Facilities, Grants and Submissions Coordinator is 3 - 4 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Proven experience in an administration environment.
- Ability to interpret and apply complex instructions and guidelines and a demonstrated ability to critique documents and provide constructive feedback.
- Excellent customer services and interpersonal skills, both written and verbal, and the ability to provide clear, accurate advice.
- Excellent organisational and time management skills, with proven ability to organise and prioritise work and complete tasks with tight timeframes, and whilst maintaining attention to detail.
- Ability to liaise and negotiate with relevant stakeholders,
- Ability to prepare and submit grant funding applications, submissions and plans to a high level.
- Proven ability to work with minimal supervision and work cooperatively within a team setting.
- Proven ability to contribute to continuous process improvement.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Computer skills / literacy.
- Financial skills / knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.