

## **Role Description** | Grants Coordinator

*Team* | Grants Team within the Finance Office

*Accountable to* | Finance Officer

### *Purpose of the Role*

- Coordinating and assisting a team that is writing and applying for grants relevant to and suitable for EFPSA

### *Main Responsibilities*

- To create an annual timeline and a long-term plan of grant applications that EFPSA is eligible for
- To coordinate and oversee the work of the Grants Team and its individual tasks
- To ensure and maintain a database of information regarding grants
- To update the Finance Officer and provide regular updates on Grants Team's work through meetings and emails

### *Tasks*

- Creating an annual timeline of grant applications that EFPSA is eligible for
  - Ensuring the sustainability of the annual grants timeline
  - Ensuring that annual grants timeline is in line with EFPSA's Strategic Plan
- Coordinating the work of the Grants Team
  - Facilitating the communication within the Grants Team and organising team's meetings
  - Providing assistance to the Grants Responsibles in their grant proposal writing and, if successful, grant management
- Creating and maintaining a database of information regarding grants
  - Producing a list of grants that EFPSA is eligible for with all relevant details
  - Archiving all general documents relating to awarded grants
  - Archiving all unsuccessful grant applications, highlighting areas of possible development

- Attending meetings with the Finance Officer and contributing to the discussions about development of EFPSA's financial sustainability
- Keeping the Finance Officer updated about Grants Team's work
- Supporting other Executive Board teams in the application of grants
  - Ensuring the Executive Board teams are eligible for relevant grants
  - Providing detailed feedback and support to teams in their grant writing and, if successful, grant management

#### *Requirements*

- A strong command of the English language, especially in writing
- Teamwork and coordination skills
- Previous experience in writing grant proposals and grant management is preferable
- Attention to detail and ability to adhere to strict deadlines
- Eager to learn about (more) grant management
- Basic knowledge of EFPSA's Events and Services

Please note that EFPSA's roles are always being developed. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current Grant Coordinator at [grants@efpsa.org](mailto:grants@efpsa.org).