

## Role Description | Grants Responsible

*Team* | Grants Office  
*Accountable to* | Grants Coordinator

### *Purpose of the Role*

- Overseeing and leading the implementation of the awarded grants.

### *Main Responsibilities*

- To learn about the awarded grants.
- To manage grants awarded to EFPSA.
- To coordinate the grant application process and write grant proposals.
- To collect and archive all documents relating to awarded grants, together with the Grants Team Coordinator.
- To participate in online team meetings with the Grants Team and Finance Office.

### *Tasks*

- Managing the grant awarded to EFPSA
  - Ensuring that everyone is informed about and understands their obligations relating to the grant in a timely manner
  - Ensuring that all contractual obligations for a specific grant are met (e.g. receipts collected, activities implemented, etc.)
  - Collecting and archiving all documents related to awarded grant
  - Communicating with the grant-awarding organisation
  - Leading and coordinating the interim and final reports
- Leading the grant application writing process.
  - Creating a timeline with regard to the awarded grant together with the Grants Coordinator and Finance Officer and ensuring it is followed
  - Writing grant proposals and/or delegating parts to be written to people involved in a specific grant proposal

- Producing and collecting appropriate documentation requested, in order to abide by the requirements of awarded grants

#### *Requirements*

- A strong command of the English language, especially in writing
- Teamwork and coordination skills
- Previous experience in writing grant proposals is preferable
- Attention to detail and ability to adhere to strict deadlines
- Eager to learn about grant management

#### *Required documents for application*

Upload a text describing one EFPSA activity and why it is eligible to receive funding; in your most proficient English (max. 300 words).

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).

Note: there will be at least 3 people chosen for this position!