**County Grants and Fundraising Co-Ordinator Role Description**

**Overall**

* Oversee the grant applications received by County.
* Ensure proper records are kept and that effective procedures are in place.
* Monitor and report on the County Funds
* Actively seek fundraising opportunities for County and the local Guiding units

**Specific responsibilities**

* Liaise with relevant staff, committee members and/or volunteers to ensure Grants are made inline with the County Grants policy.
* Be an active member of the County Business and Finance team.
* Actively seek fundraising opportunities
* Provide advice and guidance to local leaders about funding opportunities including Gift Aid
* Work collaboratively with the County Treasurer to maintain the Grants policy and to promote the Grants available to Leaders.

**Qualities**

* Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
* Understanding of guidance around Grants and Fundraising from the Charity Commission (desirable)
* Good negotiation skills
* Ability to communicate clearly.
* Good understanding of Girlguiding structure and policies
* Ability to challenge and make recommendations to Trustees.