

Role Description | Grants Responsible

Team | Grants Team within the Finance Office

Accountable to | Grants Coordinator

Purpose of the Role

- Assisting the Grants Responsible in the implementation of the awarded grants.

Main Responsibilities

- To learn about the awarded grants.
- To assist in the coordination of the grant application process.
- To collect and archive all documents relating to awarded grants, together with the Grants Team Coordinator and Grants Responsible.
- To participate in online team meetings with the Grants Team and Finance Office.

Tasks

- Learning about the awarded grants.
 - Ensuring you are aware of the objectives of the awarded grants
 - Ensuring you are aware of grant obligations 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
 - Assisting in the interim and final reports
- Assisting in the coordination of the grant application process.
 - Ensuring the smooth coordination of the grant application process together with the Grants Responsible.
 - Assisting in writing the grant application.
 - 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



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- Teamwork 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

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.

Note: there will be at least 2 people chosen for this position!