

1. Position

The Grant Liaison Officer is elected by the membership at the AGM or by the committee as per the Constitution.

2. Main Function

- To raise funds from Local Government and other sources to support South East Open Studios (SEOS).
- To complete funder feedback/evaluation forms.
- To take part on the SEOS committee.

3. Experience, Facilities and Skills

- Reasonable administrative ability combined with determination and thoroughness. Ideally would be conscientious and give attention to detail.
- Previous experience of fundraising from local government and other bodies would be helpful, but not essential.

4. Work Pattern

- Timings of different funding processes vary between Councils, so some work is needed most months of the year, at variable levels. About 5 hours per application. (See suggested schedule below)

5. Specific Tasks

- Fund-raising from Local Authorities:
 - Contact Councils to introduce yourself, request application form, find out details of what each Council is looking to fund and the deadline.
 - Put the information gathered from the Councils into an action plan and send a copy to the SEOS Treasurer.
 - Submit grant application forms for public funding sources from Local Government Councils and process each application through to payment, including liaison with relevant contacts.
 - Liaise with Guide Editor about funder logos.
 - Liaise regularly with Treasurer.
- Evaluation of for funders:
 - Liaise with Evaluator to ensure that necessary questions are included on the evaluation forms for visitors and participating artists.
 - Provide post-event feedback to funders as required.
- Committee member:
 - Attend committee meetings
 - Report on how the role has gone at the AGM

6. Honorarium

£350 per year, to be paid in two instalments of £175.

7. Tenure

This engagement runs from 1st August to 31st July.

South East Open Studios - Grant Liaison Officer Post Schedule (updated Jul 2010)

Jun (after SEOS)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun (up to & inclu SEOS)
	Review visitor and artist feedback report produced by Evaluator											
	Write report for AGM											
	Attend AGM											
	Misc funder payment admin											
	Complete funder feedback forms											
			Chase any missing payments from funders									
				Phone local authorities about funding next year								
				Look for other funding opportunities								
					Write funding action plan							
							Fill in grant application forms					
										Liaise with Evaluator about evaluation forms		

Other tasks: Inform Chair and Treasurer of successful applications
 Committee meetings
 Various admin and communications