

## Expression of Interest: Volunteer Grant Writer (x2)

### About YPT

YPT is a Newcastle-based Not for Profit community organisation with a focus on theatre for young people by young people. YPT offers volunteer positions with purpose for individuals seeking to broaden their experience or contribute positively to the community.

YPT's model has social inclusion at its heart and fosters capacity building through community connectedness. It promotes a cultural shift away from maximising profits towards inclusion for all families by extending substantially lower fees than similar organisations in the region. Uniquely, YPT provides performance and production opportunities for students at zero to minimal cost, despite significantly high operating expenses. This is made possible through the use of a committed team of volunteers.

Over 400 students attend weekly classes at YPT. As well as staging 6 productions a year, YPT has nurtured the careers of young people in the areas of theatre tech training, youth director mentoring and drama teaching development.

### About the Role

#### Purpose of Role:

The Grant Writer works closely with the President and YPT Executive and Management Committee to support the financial sustainability of YPT by optimising the finances awarded to the organisation through grants.

#### Key Responsibilities:

- Conduct research into available grants and other funding opportunities
- Research past grant winners for benchmarking
- Research requirements and suitability of available grants
- Seek information from funding bodies. This involves telephone calls and emails to relevant organisational contacts to investigate how grants are best framed.
- Collaborate closely with the President and relevant members of YPT in grant proposal preparation
- Review past YPT grant applications for guidance and re-purposing.
- Draft and prepare grant applications and locate or prepare supporting documents
- Actively seek information on successful grant writing skills.
- Regularly communicate with the Volunteer Corporate + Community Sponsorship Coordinator (2) to discuss role overlaps and collaboration opportunities.

#### Your Experience:

- Awareness or some experience of grant seeking/grant writing. While it would be ideal if the volunteer has grant writing experience this is not essential.
- Enthusiasm to proactively learn about YPT
- A flexible and positive approach
- Strong initiative to develop this new position.
- Strong research skills
- Strong organisational skills
- Excellent written and verbal communication skills

On average a minimum of 2 hours per week, either at the YPT Office or work from home. In some weeks this commitment may be more. In addition, the person would attend or provide a report to the monthly YPT General meeting.

#### Duration

12 months at which time there will be a further call for Expressions of Interest