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## Awards and Fundraising Officer Role Description

The purpose of the Awards & Fundraising Liaison is to seek sustainable funding in order to enable us to acknowledge, promote and motivate contributions to and engagement with the European Young Family Doctors Movement. They will achieve this through publicising and coordinating awards, prizes and bursaries and seeking ethical funding sources for these and other relevant activities. This role is vital to EYFDM as it enables us to meet a number of constitutional aims and objectives including increasing access to opportunities for meeting and learning, improving opportunities in education and research, collaborating with external organisations and raising the profile of EYFDM

### Duties and Responsibilities

- Publicise and promote awards, bursaries and EYFDM fund prizes (EYFDM Lottery)
- Organise the application process and the assessment of applications
- Ensure source of funding is in line with council mandated ethics
- Identify and apply for sources of funding from both short term and sustainable sources
- Organise workshops and ceremonies for the showcasing and distribution of awards, prizes and bursaries

### Skills and competencies

- Communication
- Well-organized
- Strong ethic
- Sense of entrepreneurship

- Negotiating skills

## **Relationships and Collaborations**

- Close relationships with the treasurer, image and exchange liaison
- Relationships with relevant network liaisons i.e. EGPRN
- Develop external relationships to secure funding

## **Term of Office**

The standard term is 3 years, with a maximum of 2 terms to be served on the executive.