

Awards coordinators – what's involved

To make VIP Awards a success, 13 awards coordinators will be recruited to look after their staff group (there are 13 staff groups). Awards coordinators play a very important role.

This is an excellent development opportunity for an organised, administrative, self-motivated people-person. The role will give you exposure to a wide network of people in your sector.

Below is a description of the tasks involved:

- Coordinate and deliver the i) nomination process and ii) voting process for your staff group* - guidelines will be provided in a resource pack.
- Manage and respond to emails in the staff group awards inbox – this will be set-up for the awards coordinator**.
- Acknowledge and personalise the response to nominations using templates provided – will be provided in a resource pack.
- Administrate and organise the giving-out of awards at staff group level, working with the relevant senior manager and line managers.
- Recruit a staff voting panel for the staff group*.
- Facilitate the staff voting panel to meet and judge the awards.
- Ensure nomination and voting rules and guidelines are adhered to – these will be provided in a resource pack.
- Submit the details of the winning nominee to the awards lead in the communications dept.
- Keep to the timeline and deadlines set in place by the awards lead – will be provided in a resource pack.
- Read all nominations as they come in and flag good stories to the awards leads in the communications dept.

Note for staff reporting to Sectors, EOC, NHS 111 and PTS: we are not able to stand you down to carry out this role, but will be able to offer some overtime, paid at time and a half.

Note for all other staff: your director has given permission to carry out this role in your normal working hours.

It is anticipated that 10 hours a month are required. You will be asked to submit a timesheet for the work, and one side of A4 per month, to list the tasks you have carried out and what you have achieved. You will provide this to the awards lead in the communications dept.

To express interest in the role, send an email to awards@londonambulance.nhs.uk.

*Supported by the awards lead in the communications department.

**The awards lead in the communications department will have access to this mailbox too.