

Nomination Guidelines 2021

Awards available

- Individual Award(s)
- Team Award
- Special Recognition Awards
- The Ian McInnes Award for Inclusive Volunteering
- **NEW** Paul Bennett Volunteer Manager of the Year Award
- Lord Provost's Inspiring Volunteer of the Year Award

Individual and Team Awards

Organisations can nominate up to three individual volunteers and one team, plus one nomination for the Ian McInnes Award. In addition to our team and individual nominations, there are a number of special recognition award categories to highlight some of the diverse types of volunteering.

The panel reserve the right to reallocate nominations to an appropriate category if required. You do not need to enter a category, but if you do, the nomination will be considered for the category award. All individual nominations will also have the opportunity to be considered for the Lord Provost's Inspiring Volunteer of the Year Award 2021.

In order to be eligible for the individual award nomination category, nominees must:

- Undertake their voluntary work in Edinburgh;
- Have volunteered for at least six months;
- Not previously been awarded an "Inspiring Volunteer Award"; and
- Be over the age of 11 years.

Nominations can be made by the organisation or group with whom the nominee volunteers. The nomination form needs to be backed by a senior representative from the organisation. This may be the nominee's Volunteer Manager, a Senior Manager, a Trustee, or Chair of the Board.

To help you complete the nomination, here's the information you will be asked to present for each volunteer/team:

1. Full name of nominated volunteer, or team name;
2. The volunteer role they fulfil and what it involves (450 words max);
3. The date they started volunteering with you, and when they finished, if they have ended their volunteering with you; and
4. Information to help you write their Nomination Statement, i.e. you should be able to describe what the individual volunteer or team has achieved through their volunteering and the difference they have made. It would be extremely helpful for us if you could cite examples of their commitment and impact. It's also nice if you can highlight personal qualities and attributes that they bring to the role.

Special Recognition Awards

The following is a list of criteria for both the Special Recognition Awards and the Ian McInnes Award. Please read carefully to make sure that your nomination is in the correct category.

- 1. Arts, Culture and Heritage Volunteer** This award is for individuals who are engaged with organisations involving the arts, culture or heritage.
- 2. Charity Shop Volunteer** This award is for individuals who are engaged in a charity shop, whether a customer assistant, till operator or arranging donations through the back.
- 3. Environment/Conservation Volunteer** This award is for individuals who are engaged with environmental activities, including education, outdoor learning, conservation or gardening.
- 4. Fundraising Volunteer** Volunteers involved in raising money for an organisation can be nominated for this award.
- 5. Health and Social Care Volunteer** This award is for individuals who give support to vulnerable people in our communities which enhances their health and wellbeing.
- 6. Sports Volunteer** This award is for individuals whose volunteering involves supporting sports, and active and healthy lifestyles in their communities.
- 7. Trustee Volunteer** This award is for individuals who make or have made a huge contribution to transforming our communities and society by serving on a charity board or management committee.
- 8. Young Volunteer** This award is designed to recognise a young person aged between 11 and 25 who has shown a real commitment to their volunteering.
- 9. Long Standing Contribution to Volunteering** This award is for someone who has volunteered within their community for 10 years or more, and has made an outstanding contribution.

NEW Paul Bennett Volunteer Manager of the Year Award

On 7 August 2020 we lost our much loved friend and colleague Paul Bennett, following a short illness. He was only 49. To many people Paul was the first person that they would meet when they came into Volunteer Edinburgh and to many organisations, he was the guy who helped them craft their advert to make sure they were effective as possible.

Paul was a constant fixture at our Inspiring Volunteer Award ceremony, putting his photography skills to good use each year making sure that every award recipient had their moment captured. He was also always on hand to offer advice and guidance to volunteer managers, helping them and answering their volunteer management questions.

Volunteer Managers are often the unsung heroes in the volunteering world. They encourage, nurture and help make volunteering a truly amazing thing. In Paul's memory we want to introduce a new award category this year, the Paul Bennett Volunteer Manager of the Year Award. This award is open to any volunteer manager, paid or unpaid, who makes an outstanding contribution to volunteering in Edinburgh. Nominations for this award can come from colleagues, but we would really like to hear from their volunteers about the difference they make to volunteering.

The Ian McInnes Award for Inclusive Volunteering

This award was created in memory of Ian McInnes in recognition of volunteering initiatives that improve equality and accessibility in volunteering. This may be down to creative approaches to reaching and recruiting volunteers; flexible and inclusive ways of engaging with and supporting volunteers or how you have shared these techniques with other organisations to improve volunteering for all.

This award category is open to anyone.

- You may want to nominate your own project or an organisation that has inspired you to work differently;
- You may want to nominate a member of your staff that has helped bring about positive change; or
- You may want to nominate your Volunteer Manager.

We really are inviting nominations from anyone for anyone and this is your opportunity to tell us how someone has helped change lives through supporting you, or others, to volunteer. Ian's family and Volunteer Edinburgh very much hope that the Ian McInnes Award will encourage organisations to think about developing roles for volunteers no matter what issues those volunteers face. As Ian would have said:

"Just go for it as you never know what positive experiences it might lead to for both the organisation and the volunteer! I want councillors, politicians and people in power to see the difference volunteering can make to peoples' lives, and to acknowledge the part many organisations play in supporting this."

The 2019 recipients of this award were CAPS Independent Advocacy – Seen But Not Heard, Eating Disorders Collective Advocacy Project.

What happens next?

We will notify all organisations as soon as possible to let them know whether their nominee(s) will receive their award by post or if they have been selected to attend the Inspiring Volunteer Awards ceremony.

We put a great deal of consideration into deciding which nominees will receive invitations to attend the ceremony, and although we would love everyone to attend the ceremony and celebrate as many volunteers as we can, unfortunately the venue does not have the capacity to allow all nominees to collect their awards at the event. And we will continue to follow current guidelines around the pandemic.

The ceremony will be held on **Wednesday 28 July 2021 from 6.00pm until 9.00pm at Edinburgh's City Chambers.**

If you have any queries or are not sure which category your nomination fits into, please email events@volunteeredinburgh.org.uk or call **07587 034 535**.

Thanks and Good Luck!