

# Volunteer Role: + Events and Awards Manager



## Volunteer Role: Events and Awards Manager

As an Events and Awards Manager for our mental health in sport project, you will take charge of managing recognition programs to honor individuals and organisations we work with who are making significant contributions to mental health advocacy in sports. You will also be tasked with gaining recognition from mental health and sporting bodies for the work we carry out. Your role is pivotal in celebrating achievements, fostering community engagement, and promoting the importance of mental well-being within the sporting world. Here's what you'll be doing:

### Essential Job Functions

**Event Planning and Coordination:** Support the planning, coordination, and execution of various events, including fundraisers, awareness campaigns, workshops, conferences, and community gatherings.

**Awards Program Management:** Develop and administer awards programs to recognise athletes, coaches, teams, clubs, and other stakeholders for their contributions to mental health advocacy and support in sports. Establish nomination criteria, solicit nominations, assemble selection committees, and organise award ceremonies or presentations.

**External awards and events :** Liaise with internal teams, external partners, sponsors, donors, and community stakeholders to ensure the project is represented at external sporting and mental health awards and events and secure necessary support and resources. Cultivate relationships with key individuals and organizations to enhance participation and collaboration.

**Promotion and Marketing:** Collaborate with the marketing and communications team to promote events and awards programs through various channels, including social media, email newsletters, press releases, and promotional materials. Generate excitement and anticipation among target audiences to maximize participation and engagement.

**Evaluation and Reporting:** Conduct post-event evaluations to assess event success and gather feedback from participants, volunteers, and stakeholders. Evaluate award nominations and selection processes to ensure fairness and transparency. Prepare reports summarizing event outcomes and recommendations for future improvements.

### Experience

- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Experience in event planning, coordination, or management.
- Ability to manage multiple tasks and priorities effectively.
- Creativity and attention to detail.
- Passion for mental health advocacy and commitment to the projects mission.

## **Benefits**

- Opportunity to play a central role in organising events and recognition programs that promote mental health awareness and support in sports.
- Gain valuable experience in event management, awards administration, and stakeholder engagement.
- Work closely with a dedicated team of volunteers who share your passion for making a positive impact.
- Enhance your leadership and organisational skills in a dynamic and rewarding volunteer role.
- Flexible scheduling and the chance to contribute your talents and expertise to meaningful initiatives that benefit the sporting community.

## **Working Conditions**

We anticipate that this role will require about 8-10 hours (working from home) a month plus any events you would like to attend.