



Government
of South Australia

Department of Human Services

In partnership with



volunteering sa&nt

*Leading volunteering in South Australia
and the Northern Territory*

2020 Excellence in Volunteer Management Award

Applications open Monday, 2 March 2020 and close 5pm Friday, 3 April 2020

Guidelines

The inaugural Excellence in Volunteer Management Award celebrates leaders who support and facilitate the engagement of volunteers across South Australia.

As a state, we recognise the selfless contribution made by others in undertaking volunteer service. Volunteers truly are the backbone of a community's success. However, behind this army of volunteers stands an equally dedicated group of individuals who are responsible for the coordination, support, training, administration and recognition of our volunteers – volunteer managers.

The Excellence in Volunteer Management Award, a partnership between Department of Human Services and Volunteering SA&NT (VSA&NT) aims to recognise volunteer managers for their outstanding contributions to the profession and for their promotion of quality volunteer experiences.

VSA&NT is the peak body in South Australia promoting volunteering and community participation through leadership and experience and delivering training to support best practice volunteer management.

Key Dates

Nominations open	2 March 2020
Nominations close	5pm, 3 April 2020
Nominations assessed	May 2020
Nominees notified	May 2020
Presentation of Award	8 June 2020

Who can nominate & eligibility

Nominations can be submitted by the following groups:

- Not-for-profit organisations
- Local and state government agencies
- Business groups
- Other individuals; or
- Themselves

Whether new to volunteer management or an experienced volunteer manager, nominees must be someone who has demonstrated good practice in the management, coordination, leadership or organisation of volunteers or volunteer programs as either part of a paid role or in a voluntary, unpaid capacity.

NB: Nominees for the Excellence in Volunteer Management Award who are in a paid role are not eligible for nomination for the Joy Noble Award.

Nominees who operate in a voluntary, unpaid capacity are eligible for the Joy Noble Award.

Criteria

The selection panel will consider all nominations against the following criteria, **which must be clearly addressed in the nomination statement:**

1. Contribution

- Describe the type, range, depth, consistency and duration of the volunteer manager's role and activities, including the number and nature of volunteer programs, number of volunteers involved and organisations supported.
- Describe what is outstanding about how the nominee manages volunteers and volunteer programs. Describe their best attributes and how these are demonstrated. Provide examples of collaboration, challenges overcome and significant achievements and successes in volunteer management and delivery of volunteer programs.

2. Benefit

- Describe how the volunteer manager has made a difference, and the impact of good practice volunteer management on the volunteer involving organisation (with reference to the National Standards for Volunteer Involvement), the volunteers and the community they serve.

- Describe how far reaching the benefit is felt eg individually, locally, regionally or state-wide and whether it will have long term impact.
- Describe how important the role of the nominee is to the volunteer organisation.
- Explain how the organisation and others have recognised the value of the nominee's work.

3. Leadership

- Describe how the volunteer manager has shown initiative, and provide examples of innovation in volunteer management practices.
- Describe how the nominee has inspired and encouraged others.
- Describe how the nominee has used good practice in volunteer management and built capacity eg developed processes, resources, skills, knowledge that will enable others to sustain and grow the volunteering programs and individual volunteers.

Referee support

All nominations must be accompanied by at least two referee statements (letters of support or written testimonials) from either a colleague/supervisor/volunteer who is familiar with the nominee's work.

Recognition of award winners

The award winner will be announced at a special Volunteers Day event, to be held on 8 June 2020.

The winner may also appear in the Adelaide media and in Department of Human Services publications.

Nominating is easy

Lodge your nomination online by visiting the Department of Human Services website <https://dhs.sa.gov.au/services/volunteers/recognition/sa-volunteer-awards>.

Nomination checklist

When submitting the nomination please:

- complete all sections
- attach at least two referee statements
- include any related materials supporting the nomination such as photos, brochures, newspaper articles, reports, newsletters and advertising material
- **lodge your nomination online by 5pm, Friday 3 April 2020**
- print a copy for your records.

For further information contact Community Services: Volunteers

Phone: 1300 014 712

Email: ofv@sa.gov.au

Website: www.dhs.sa.gov.au/services/volunteers