

# Awards Coordinator Volunteer

**Help ASC shine a light on those who have been doing great work, often without recognition, in science engagement in Australia.**

LOCATION: ANYWHERE IN AUSTRALIA WITH BROADBAND INTERNET ACCESS.

HONORARIUM: \$400 PER ANNUM.

This role provides the coordinating link between members and the committee for awards collation for the presentation of the Annual ASC Unsung Hero Awards. There is also scope within this role to review current and potential future ASC Awards.

## **Job Description**

### **For the Annual Unsung Hero Awards**

- Coordinate the selection panel to review nominations
- Prepare nomination form (using existing templates) and circulate to ASC members
- Coordinate social media and newsletter posts calling for nominations
- Prepare nomination papers to circulate to selection panel
- Chair the selection review panel
- Prepare Awards announcement
- Arrange certificates and trophies as required
- Collate photos and prepare commentary for ASC website/newsletter.

### **General duties**

- Review current award opportunities and provide recommendations to the ASC Executive
- Read, reply and file correspondence promptly
- Collaborate with ASC teammates (e.g. SCOPE editor, web editor, committee members)
- Respond to general duties regarding awards as directed by the ASC committee.

### **Knowledge and Skills Required**

Ideally the person is someone who:

- Can communicate effectively
- Is well organised
- Can maintain confidentiality on relevant matters

### **Estimated Time Commitment Required**

The estimated time commitment required as the Awards Coordinator is approximately 20 hours in lead up to the Unsung Hero Awards.