

Employee of the Year

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Please complete this form and email it to [awards@scvo.org.uk](mailto:awards@scvo.org.uk) by 5pm on Friday 14 May 2021.

Employee of the Year

Scottish charities, social enterprises and voluntary organisations are full of inspiring individuals and leaders who help transform our society day in and day out.

If you know an exceptional and influential person who demonstrates outstanding dedication to a charity or cause, then they could be named the Employee of the year 2021.

This award recognises an employee who has worked tirelessly to make a significant difference to one or more organisations or causes. We are happy to receive applications covering a breadth of work over a number of years. In particular, we'd like to hear about activity that has taken place between 1 January 2020 and 31 March 2021 and how your employee has adapted and responded to change throughout the pandemic.

This is your chance to nominate anyone, from the most junior member of staff to a retiring chief executive.

General entry criteria

Entry is open to all types of voluntary organisations, including registered charities, social enterprises and campaigning groups. For the purposes of this entry form, the word ‘organisation’ has been used to summarise these different bodies.

The underlying aim of the Scottish Charity Awards is simply to recognise excellence.

Each submission must indicate clearly to the judges the nature and scope of the challenge(s) faced. The judges will be looking for examples of excellent work with evidence of effective strategies, which are supported by hard facts to demonstrate impact.

Judges will also be looking for creative and innovative approaches, how the employee has made a significant difference and the impact they have achieved which may include case studies and/or testimonials.

Entries will be judged by an independent panel. The judges assess each application according to its objectives. Any judge who has prior knowledge or been involved with an employee is not allowed to vote for that entry or lobby the other judges.

Up to six finalists will be short listed in each category.

This year's awards will take place on Friday 1 October. More details on the format of the ceremony will be announced over the coming months.

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| --- |
| Text in here |

Name of employee:

Address of employee:

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| --- |
| Text in here |

Email of employee: Telephone number of employee:

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| Text in here |

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| Text in here |

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| Text in here |

Name of nominator:

Address of nominator:

|  |
| --- |
| Text in here |

Email of nominator: Telephone number of nominator:

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| Text in here |

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| Text in here |

Please tell us if you have previously applied to the Scottish Charity Awards, and if so what year/s and in what category. Please also state any other awards or recognition you have won in the past y­­ear.

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| --- |
| Text in here |

Please complete the below 5 sections. You have a maximum word count per section and you should address all of these areas. Longer entries will be disqualified.

Tell us a bit about your employees involvement with an organisation(s)e.g. brief details of their role and the length of time they have been involved(100 words max).

|  |
| --- |
| 100 words max in here |

Complete the following in no more than 200 words:

Our nominee is Employee of the year because…

|  |
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| 200 words max in here |

Complete the following summary in no more than 200 words:

We like stories. Tell us about a specific moment or incident that sums up your nominee.

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| --- |
| 200 words max in here |

Complete the following in no more than 200 words:

What drives and motivates your employee?

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| --- |
| 200 words max in here |

Complete the following in no more than 300 words:

How have their efforts made a positive difference? How did they respond and adapt to change over the past year?

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| --- |
| 300 words max in here |

Complete the following in no more than 200 words:

Is there anything else that makes your nominee exceptional or unique?

|  |
| --- |
| 200 words max in here |

You may also provide no more than two pieces of supporting evidence which can include videos, adverts, leaflets or web links. Please note supporting evidence is additional information that may not be fully considered by the judges.

Declaration: I have read the attached and confirm that this work:

focuses in the period from 1 January 2020 to 31 March 2021

meets the brief and objectives set by my organisation for the activity described in this submission

Please check boxes above to confirm.

**Signature: Date:**

|  |
| --- |
| Name in here |

|  |
| --- |
| Text in here |

Please also include the name and address of one independent person that can verify your entry. This should be someone from outside your organisation who has worked with you or has been impacted by your organisation and work.

|  |
| --- |
| Text in here |

Name:

|  |
| --- |
| Text in here |

Job title:

Contact telephone number:Email address:

|  |
| --- |
| Name in here |

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| Text in here |

Key dates

14 May 2021, 5pm  
Closing date for applications.

25 June 2021  
Finalists will be notified, asked to submit additional information such as photographs and quotes.

13 August 2021  
Announcement of finalists on our website, to the media and the wider sector. People’s Choice public vote opens for all finalist applications.

27 August 2021  
People’s Choice public vote closes.

September 2021   
Finalist webinars – All finalists in each category will be invited to participate in a webinar.

Friday 1 October 2021  
Awards ceremony and dinner where we’ll be announcing the winners.