

## **HNBC Awards Officer – Job Description**

### **Background information**

The Key (wooden boats) and the John Hemelryk (steel/iron/composite boats) Awards are intended to be awarded annually. The Awards Officer is responsible for ensuring that the nominations forms are issued in good time, collating nominations, visiting nominated boats to gauge their restoration progress and, after assessment by the committee, informing winners in strict confidence. The Awards Officer is also responsible for arranging collection and engraving of the Trophies, together with the mini plaques and certificates for previous winners.

### **TASKS**

#### **1 Publicising Awards**

- 1.1 Autumn - liaise with Newsletter Editor (NE), Press Officer (PO) and Web Content Editor (WCE) to arrange advance publicity
- 1.2 Post-AGM – liaise to ensure photos and correct details are available to NE, PO, WCE

#### **2 Nomination Forms** – Newsletter No 3

Liaise with Minutes Secretary to ensure that forms are up-to-date and have been sent to NE and to WCE

#### **3 Nominated boats**

- 3.1 Collect entry forms and circulate details to the committee
- 3.2 Where possible, try to visit nominated boats and obtain supplementary information
- 3.3 Seek any clarification as determined by the committee
- 3.4 Lead discussions at January committee meeting
- 3.5 Liaise with Minutes Secretary to ensure supply of scoring sheets for meeting
- 3.6 Notify winners, in confidence, and invite to presentation

#### **4 Trophies, mini-plaques and certificates**

- 4.1 Arrange collection of trophies from previous year's winners
- 4.2 Arrange engraving with winners' details
- 4.3 Arrange engraving of mini-plaques and completion of certificates
- 4.4 Arrange delivery of plaques and certificates to retiring winners

#### **5 Presentation at AGM**

- 5.1 Ensure trophies are clean, engraved and available at the meeting
- 5.2 Prepare show of photos of the winning entries
- 5.3 Prepare summary of work carried out on winning entries

### **SKILLS AND KNOWLEDGE**

#### **Computer literacy**

- Able to use email and word processing software, willing to learn to use display software

#### **Knowledge**

- Know and understand the criteria for Awards assessment
- Know, or be able to access knowledge of, the quality of work expected in boat restoration

#### **Personal skills**

- Be diplomatic and tactful with boat owners whose boats have been nominated
- Be discreet about nomination discussions and decisions