



**To be completed by Line Manager**

<b>Nominations</b>		
<b>Name of Nominee(s)</b>	<b>Job Title</b>	<b>Faculty / Service</b>
Dr Dawn Whitton	Senior Lecturer	BAL
Nominee 2	Job title	Faculty/Service
Nominee 3	Job title	Faculty/Service
Nominee 4	Job title	Faculty/Service
Nominee 5	Job title	Faculty/Service
<b>Nominated by:</b>	Matthew Sutherland	
<b>Job Title:</b>	Associate Professor	

Staff can be nominated throughout the year. To make a nomination, please write no more than 500 words on the reasons why you would like to nominate this person or team and outline how and why the nominee(s) can be viewed as having made a significant contribution, achievement or performance. Please refer to the criteria as detailed in the [Going the Extra Mile \(GEM\) Award Scheme](#), and it is recommended that you include evidence and any supporting documents.

**Reasons for Nomination – please separate comments for each nominee and we can include these in their letter**

I am writing to nominate Dr Dawn Whitton for a GEM Award. By way of background, the Help to Grow Management programme is a non-accredited CPD programme aimed to support UK SMEs in leadership and management in order to be more competitive and boost business productivity. The programme is funded by The Dept. for Business Energy Industrial Strategy (BEIS) and delivered through the Small Business Charter. Indeed, Newcastle Business School have played a significant and important role in the pilot exercise and are leading the delivery of the programme in the North East of England. Despite, the importance of the programme, awareness and marketing for the offer have been extremely limited. This has meant very little prospective SMEs in the region are aware of the programme. After recruiting enough SMEs to launch Cohort One, Dawn volunteered to take the role of programme facilitator. The facilitator is an important and comprehensive role. Akin to a key account manager position. Here, Dawn works closely with the SMEs to answer questions and helps any SMEs who are thinking about leaving the programme. This is also important as any attrition can affect NU securing a bonus payment. Having worked with nine facilitators before, I was confident in how I thought the role had to be delivered. I was wrong. The SMEs on this Nominate a Colleague for a GEM Award programme require far more support. Dawn has been working continuously to look after these SME participants night and day. The support she has delivered is way beyond the job spec. In fact, she has offered to train new facilitators and keen to build links with the SMEs in order to cross-sell other university services. Put simply, I think most staff would have left this role in Week One. However, Dawn has shown that she is not only a highly effective facilitator, but the ultimate team player, making an significant impact on our team.

Nominee 2 comments

Nominee 3 comments

Nominee 4 comments

Nominee 5 comments



**Northumbria  
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## Nominate a Colleague for a GEM Award

**Faculty Pro Vice-Chancellor or Director's comments (if applicable) - Please separate comments for each nominee and we can include these in their letter**

Nominee 1 comments

Nominee 2 comments

Nominee 3 comments

Nominee 4 comments

Nominee 5 comments

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