

CURRICULUM VITAE 2018



From May 1988

Consultant / Trainer / Writer

Specialising in HR Management and Organisational Development in the Voluntary Sector

SPECIALISATIONS

- 1 HR strategic, change and development work:** HR audits and reviews; Review of HR Departments. I have a wide ranging knowledge of the law as it relates to **redundancy**; contracts of employment, staff handbooks, discipline and dismissal, absence procedures, recruitment and HR policies and procedures. I am an expert on equal opportunity recruitment and selection policies and procedures. Job evaluation, Job design and Salary setting for the voluntary sector is a particular expertise. **TUPE:** Mergers and restructures post merger.
- 2 HR Support: I provide HR strategic support; HR audits; Contracts advice and HR operational advice and issues handling for small and medium sized charities.**
- 3 Organisational Development:** Structure and design: Advice on organisational change and re-structuring, including legal implications concerning redundancy and mergers (Due diligence) Focus on ensuring organisations are resilient.
- 4 Research, Policy Development and writing:** I have researched and written various guides and books, primarily on HR management, Performance Management and equal opportunities issues

RECENT CONSULTANCY/TRAINING WORK INCLUDES:-

Advice on Restructuring and Redundancy for LASA, CI, Support Staffordshire, LVSC Volunteering England; Leap; Voluntary Action Leicester; Women's Aid; NAVCA; Homestart UK; Kidscape; JSH Lionheart; FORWARD; Training for Oxford CVA; Beds CVS. **With Mergers and TUPE:** VAL; VE, Support Staffordshire

HR Audits and reviews for FORWARD, FOUR-PAWS, CFB, The German School; The Drum, AIM, WAFE, Scidev.net, Cambridge House, Volunteering England, CPRE, JRCT, Women in Health, Action Aid, Consumer's International; Friends House, UpRising, NEC, BTA, The Forum on Health and Wellbeing, Musical Futures, Sound Connections.

HR Support: The Forum; FORWARD; LASA; CleanBreak: BTA; BSA; John Storer House; LVSC; Musical Futures; Colchester Theatre; FOUR-PAWS, CFB, The German School, Consumer's International, MAP.

Advice on Management and Leadership Development for VE; The Drum, Refugee Action, Consumer's International; FORWARD; Leap.

Management Review and advice to senior staff on personnel and strategic management for Women's Aid Federation England, Parkinson's Disease Society, Women's Therapy Centre, Refugee Action, OFFER.

Management and administration structures review for Age Concern Hertfordshire, Age Concern Hackney and Age Concern Newham, Refugee Action, TACT, Swanswell Trust.

Advice on updating contracts of employment and policies such as Health and safety, absence, discipline, staff development, Staff Handbooks for CFB, FOUR-PAWS, FORWARD, FOUR-PAWS Help the Hospices, Scidev.net, Waterloo Counselling, Leap, Parkinson's Disease Society, Disability Solutions, Voluntary Action Leicestershire, LASA, Skillshare International, JRCT, Volunteering England, CPRE, Voluntary Sector Training, NAVCA, Hope House hospice, the Quakers at BYM.

Speaking on Employment law and HR management at the Directory of Social Change, Age Concern, Help the Hospices, Russell-Cooke HR Conference.

Training on HR management, contracts of employment, discipline and dismissal, managing absence, managing conflict, negotiation skills for DSC, Help the Hospices, Age Concerns, CVSs, Cambridge House, Individual Hospices

HR Department Reviews Action Aid; St Luke's Hospice

JOB EVALUATION AND OR SALARY REVIEW CONTRACTS

- **SALARY SETTING, Salary policy and Comparables work for** NAVCA, WAFE, Refugee Action, SciDev.net, The Environment Council, Womankind, NWCVS, VE, The Swanswell Trust, Community Matters, Portobello Trust, JRCT
- **Job evaluation scheme design** for Age Concern England, Age Concern Northampton, NCMA, Parkinson's Disease Society, Refugee Action, Skillshare Africa, Society of Homeopaths, WAFE, Home-Start UK, The Prostate Cancer Charity
- **Job evaluation as a leading expert with a job evaluation panel** for Parkinsons Disease Society, Age Concern, Society of Homeopaths, VE, Home-Start UK, The Prostate Cancer Charity
- **Job evaluations by interviews** for Groundwork UK
- Work with LVSC PEACe on **job evaluation CDRom**. Job evaluation using the scheme for Voluntary Action Camden, Youth Action Network
- Review of AMNESTY INTERNATIONAL UK je scheme
- **Job Evaluation and salary structures work** for Refugee Action, DaRT, PACE, LEAP, Skillshare Africa, PEEP, TULIP, CPAG, JRCT, LifeCare

- Job descriptions and job evaluation for smaller organisations using paired comparisons method:- Greenwich Community Safety Trust, Long Term Medical Conditions Alliance.
- **Job descriptions review** Parkinson's Disease Society, The Environment Council, Refugee Action, WAFE, NCMA, JRCT, Kings Cross Neighbourhood Centre
- **Writing a job evaluation and salary policy issues manual** for Age Concern England

PUBLICATIONS

Housing and equal opportunities - an Action Guide	CHAR 1989
Staffing and Employment -	
Issues in hostels and shared housing	SITRA 1991
Equal Opportunities in Employment and Recruitment	Task Force 1991
Employment Practice Guidelines	FIAC 1993
Writing job descriptions and person specifications	FIAC 1993
Managing Equal Opportunities	Industrial Society 1993
Managing People [with Chris Thornton]	DSC 1995
Managing Recruitment and Selection	DSC 1996
Creative Equality in the Arts [With Chris Thornton]	Eastern Arts 1995
Managing Absence [With Christina Morton and Sarah Hargreaves]	Russell House Press 1998
Managing conflict	DSC 1999
Job Evaluation Scheme and Manual	Age Concern England 1999
Employment Records Handbook (with Paul Ticher)	DSC 2005

QUALIFICATIONS

BSc, MA. CIPD qualified. [MCIPD from 1992 FCIPD from 2009]

TRUSTEESHIPS

Chair of Leicester Women's Aid, and UAVA

REFEREES - Available on request

TYPES OF GROUPS WORKED WITH

National and local voluntary organisations

Recent Clients include

Action Aid
Amnesty International
AOP
Consumer's International
Directory of Social Change
Edinburgh WA
FORWARD
German School
Help the Hospices
IFUW
Hospice in the Weald
JSH
Leicester Women's Aid
Lionheart
The Maya Centre
Medical Aid for Palestinians
NAVCA
North Beds CVS
Pilgrims Hospice
The Prostate Cancer Charity
Refugee Action
St Luke's Hospice
Support Staffordshire
UpRising
York CVS

Age UK Leicester
Amnesty UK
CFB of the Methodist Church
CleanBreak
CPRE
Forum for Health and Wellbeing
FOUR-PAWS
Gryphon School
Hepatitis C Trust
Home-start UK
JRCT
Lasa
LifeCare
LVSC
Lloyds Enhance Programme
Musical Futures
NCVO
OCVA
Paul Hamlyn Foundation
The Quakers @ BYM
St Elizabeth's Hospice
Simon Community
Tudor Trust
Voluntary Action Leicestershire

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