

# The People and Work Unit

## Curriculum Vitae

**The People and Work Unit**

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Registered Charity No: 515211

Company Registration No: 1809654

## **The People and Work Unit**

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The People and Work Unit is a not-for-profit company and a registered charity that has operated in the field of education, economic and social research since 1982. The Unit has a voluntary Board of Directors.

The People and Work Unit aims to make a real difference to people's lives through its dual approach of high quality research and evaluation work and innovative action-research projects. It has a strong team of highly qualified and experienced researchers who bring a rigorous and critical eye to bear on all our consultancy work

Any surplus earned through our research and evaluation contracts goes into our action-research work. This work invests heavily in individuals, targeting this investment at those who can make the greatest impact on their community.

### **People and Work Unit Resources**

The Unit has a staff of eleven and a board of six trustees. In addition the Unit has 'associates' who are frequently involved in its work.

In 2009 the Unit celebrated twenty-five years' experience of research, evaluation and action research projects. This work has encompassed:

- Research to inform both our own project work in the field of community regeneration and for external clients; and
- Internal evaluations of both our own work and that of external clients.

The Unit has in-house data analysis tools and expertise and has access to external systems and resources when required.

### **Equal Opportunities**

The People and Work Unit is committed to Equal Opportunities principles and practice and undertakes to ensure that all those working for it respect equal opportunities practices in their work. A copy of the Unit's Equal Opportunities policy is available on request.

**The People and Work Unit's work from the year 2000 onwards, includes: -**

## **DEVELOPMENT PROJECTS**

### **Glyncoch development projects-**

**Build It Glyncoch** (2008- onwards) A project that develops the earlier Build It working with the Glyncoch Community Partnership to promote apprenticeships in construction trades and capacity building work. *Funded by the Rank Foundation*

**School Focused Communities** (2008-onwards) Based in five Communities First partnerships and two secondary schools, this project helps secondary school pupils and their families get the most out of their education through providing support. *Funded by the Paul Hamlyn Foundation and Communities First Demonstration Fund.*

**Chance to Learn** (2008- onwards) A project based in Glyncoch which aims to engage the community in learning opportunities, attempting to address the lack of progression to further and higher education following compulsory schooling. *Funded by Esmee Fairbairn Foundation*

**Life Support** (2003-8) A project providing training in health and capacity building work for local young people looking to enter a career in professional healthcare. *Funded by the Oak Foundation, ESF Objective 1 and Rank Foundation.*

**Build It** (2002-7) A project employing local young people and providing training in construction trades and capacity building work. *Funded by the Rank Foundation, ESF*

**Tolerance Spinning** (2004) A four nation European project about developing programmes to promote tolerance with young people. *Funded by the Youth Programme.*

**Overcoming the Barriers** (2003-4) A cultural development training programme for youth workers interested in taking young people abroad on exchanges. *Funded by Connect Youth*

**Storm** (2000-3) an annual 'summer school' for 16-25 year olds from Wales and 8 other European countries. It is a way of bringing young people together, building good practice and providing practical and dynamic links between European partners. *Funded by the National Lottery Charities Board, The National Assembly for Wales, the European Commission, the British Council –Connect Youth, The Rank Foundation, HSBC Bank plc, the Ford Motor Company, BP D'Arcy Developments and Robert Bosch Ltd.*

**The Ladder** (1997-2002) A project employing local young people as Community Leadership Apprentices to work on regeneration projects in their community. *Funded by the Rank Foundation and ESF Objective 1.*

## RESEARCH AND EVALUATIONS

**Rhondda Cynon Taf CBC (ongoing)** research into child poverty and the impact of key local authority services in tackling its effects.

**WLGA Principal Youth Officers' Group (ongoing)** research into the role of the Youth Service in shaping policy.

**Welsh Assembly Government (2010)** *developing an evaluation framework for a programme of pilot projects on working with children and young people and Additional Learning Needs*

**Welsh Assembly Government (2010)** *Research into the Incidence and Prevalence of Bullying in Welsh Schools.*

**Save the Children (2009)** *Research into the role of Partnership work in Tackling Severe Child Poverty in Wales*

**Welsh Assembly Government (2009)** *Review of the Guidance on Youth Support Services and assisting in re-writing*

**Welsh Assembly Government (2008-2009)** *Development and Implementation of an Evaluation Programme for the piloting of the School Effectiveness Framework for Wales*

**Merthyr Tydfil 14-19 Network and Integrated Children's Services Department (2008)** *Access and Inclusion Strategy*

**Workers Education Association South Wales (2008)** *External Evaluation of ESF funded New Community Learning 2 (Project 23)*

**Welsh Assembly Government (2008)** *Rapid Evidence Assessment of the interventions that attempt to improve behaviour and attendance in schools and other learning settings*

**Welsh Assembly Government (2008)** *Evaluation of the European Social Funding to support Welsh Assembly "Learning Pathway 14-19" development*

**Welsh Assembly Government (2007-8)** *First Stage Evaluation of the Learning Pathways 14-19 programme*

**Welsh Assembly Government (2007-9)** *Research into the Impacts and benefits to Young People of Youth Services in Wales*

**Welsh Assembly Government (2007-9)** *Evaluation Of RAISE (Raising Attainment And Individual Standards In Education)*

**University of Wales Swansea (2007-8)** *External Evaluation of Community Progression Project*

**Welsh Assembly Government** (2005-8) *Evaluation and support for Grant Recipients self-evaluation of the Health Challenge Wales Voluntary Sector Grants Scheme*

**Welsh Assembly Government** (2007) *Research into Partnership working between YOTs, YPPs and 14-19 Networks at county level*

**Welsh Assembly Government** (2007) *Evaluation of the Young People's Innovation Grant*

**CwmNI** (2006-8) *An External Evaluation of the Community Learning Accounts Projects*

**NIACE Dysgu Cymru** (2007) *Evaluation of Valuing Learning - Strengthening Communities*

**Save the Children** (2007) *Education Scoping Review of Education Policy and Practice*

**Welsh Assembly Government** (2006-7) *Evaluation of Schools Councils project*

**DELLS** (2006-7) *Curriculum Consultation Questionnaire Design & Analyses*

**Welsh Assembly Government** (2006-7) *Evaluation of the Personal Support in custody Pilot Projects*

**Welsh Assembly Government** (2005-6) *“Extending Entitlement” research and developing knowledge on harder to reach young people and their access to entitlement. Evaluating personal support for developing learning pathways in custody and mapping current information sources*

**Welsh Assembly Government** (2006) *Analysis of Youth Service Strategy Consultation Responses*

**University of Glamorgan** (2007) *Evaluation of the Credit and Qualification Framework for Wales Exemplar project: Learning Coaches*

**Keep Wales Tidy** (2006-7) *Eco-schools research Project*

**Victim Support Gwent** (2005-7) *External Evaluation of Two ESF Victim Support Projects: Elevate and Altruism.*

**Welsh Assembly Government** (2006) *Young Peoples Partnership Survey Analysis; Survey Report*

**The Communities First Support Network** (2006) *Study to examine the nature and effectiveness of services available to the residents of Communities First areas across Wales*

**WEA** (2005-6) *Common Investment Fund Project 3:Sustaining Adult Community Learning through Collaborative Models: Evaluation Report*

**Victim Support South Wales** (2005-6) *External Evaluations of Two ESF Victim Support Projects: Catalyst and Promoting Advancement.*

**Welsh Assembly Government** (2004-8) *An Evaluation Support and Review of the development of Health Alliance Activity.*

**Welsh Assembly Government** (2004-6) *Evaluation of the Key Stage 2 Modern Foreign Languages Pilot Projects being delivered in Wales from 2003-2006.*

**BAVO** (2005) *Research and advocate e-learning provision in the voluntary sector in Bridgend County.*

**University of Wales College Newport** (2005) *An evaluation of Progression through Partnership 2*

**BAVO & Bridgend CCET** (2004-5) *Assess the ways in which hard to reach groups living in deprived areas can be engaged in learning opportunities, with the production of a Bridgend 'hard to Reach learner' strategy'.*

**The Communities First Support Network** (2004-5) *Mapping Support Available To Communities First Co-ordinators And Partnerships (In Partnership With The Community Projects Centre)*

**The Community University of the Valleys Partnership** (2004-5) *What are the True Costs of Community Learning?*

**Wales Council for the Blind** (2004-5) *An Evaluation of the Cardiff Institute for the Blind's Hospital Support Scheme.*

**ACCAC** (2004) *An evaluation of the introduction of a framework and supplementary guidance on Careers. Education and Guidance in schools in Wales*

**Voluntary Action Cardiff** (2004) *Research into the role of the voluntary sector in delivery the Extending Entitlement Agenda in Cardiff.*

**Wales Youth Agency** (2004) *An evaluation of the National Assembly for Wales' National Voluntary Youth Organisations Grant Scheme.*

**University of Wales College Newport** (2003-4) *Evaluation of the Progression through Partnership project.*

**Wales Youth Agency** (2003-4) *Evaluation of the Welsh Assembly Government's National Voluntary Youth Organisations Grant Scheme.*

**YMCA National College** (2003-4) *Evaluation of a community development training programme run by Sylfaen in North Wales.*

**Welsh Assembly Government** (2003) *An evaluation of the Health Promotion Voluntary Sector grants scheme.*

**Welsh Assembly Government** (2003) *An analysis of the consultation responses to the Learning Country: Learning Pathways 14-19 Consultation Document.*

**Rhondda Cynon Taff Playgrant Panel** (2003) *An evaluation of the Play 2002 Grant scheme in Rhondda Cynon Taff.*

**Torfaen CCET** (2003) *A review of the training and development needs of staff and volunteers in the voluntary sector in Torfaen.*

**Voluntary Action Merthyr Tydfil** (2003) *A review of training and development needs for staff and volunteers involved in Communities First programmes in Merthyr Tydfil.*

**Working Links** (2003) *Evaluation work on the Working Links Programme for long-term unemployed people.*

**Careers Wales** (2002) *An evaluation of the Workforce Development Project for all seven Careers Wales companies.*

**Ceredigion CCET** (2002) *An analysis of informal and formal learning opportunities in the voluntary sector in Ceredigion.– A mapping and development exercise.*

**ELWa** (2002) *Approaches to supporting non-traditional learners. A strategic research paper.*

**SCOPE** (2002) *A report looking at issues affecting disabled young adults' transition into education, training or employment*

**Torfaen County Borough Council** (2002) *Audit of Services for Young People in Torfaen Information prepared for the Young People's Partnership in Torfaen (working jointly with Angela Ash Associates).*

**Torfaen County Borough Council** (2002) *Development towards a social inclusion strategy for a local authority.*

**University of Wales College Newport** (2002) *An evaluation of the Community University of the Valleys – East Project.*

**Community University of the Valleys** (2001- 2002) *An evaluation of the Community University of the Valleys Partnership Facilitator Project in the South Wales Valleys.*

**TEC South East Wales/ ELWa** (2000-2002) *An evaluation of a 3-year programme working with young adults who are persistent young offenders.*

**PAVO** (2001) *A study of the contribution of the voluntary sector in Powys towards addressing social exclusion*

**Torfaen CCET** (2001) *An analysis of informal and formal learning opportunities in the voluntary sector in Torfaen.*

**Mountain Ash Comprehensive School and Bryncynon Community Revival Strategy** (1999-1) *An evaluation of an alternative curriculum project, run in partnership.*

**TEC South East Wales** (2000) *An evaluation of the Youth Access Initiative in South East Wales.*

**TEC South East Wales** (2000) *A study of the training needs of staff and volunteers in the voluntary sector in South East Wales.*

**TEC South East Wales** (2000) *A study of the availability of, and interest in, mentoring in the voluntary sector.*

## **FEASIBILITY STUDIES AND COMMUNITY STRATEGIES**

**Rhondda Cynon Taf County Borough** (2004) *Council Darrenlas Communities First. Development of a community action strategy.*

**Wrexham County Borough Council** (2004) *Consultations on the development plan for the Dee Valley Community Partnership Strategy Plan.*

**3Gs Development Trust** (2003-4) *The design and development of a long-term training and employment scheme for disadvantaged young adults in the Gurnos and Penydarren Communities First areas.*

**Rhondda Cynon Taf County Borough Council** (2003) *Development of a community learning strategy for Rhiwgarn Communities First initiative.*

**Torfaen Voluntary Alliance** (2002) *A community audit and needs analysis of 3 wards in the Torfaen Communities First programme.*

**Angela Ash Associates** (2001) *A feasibility study to identify the potential for developing an independent advocacy service for people with mental health problems in a local authority area.*

**Step-Up.** (2000) *A yearlong study to support community organisations in the Valleys to develop strategies for work with 16-25 year old disadvantaged young people. (Funded by European Regional Development Fund)*

**YMCA Pontypridd** (2000) *Feasibility study on the development of enterprise units.*

## **OTHER ACTIVITIES**

**People & Work Unit** (2006) *“The truth behind helping people find work” seminar with Community First Co-ordinators*

**People & Work Unit** (2005) *“Creating the Masterplan” conference held to encourage “blue sky thinking” in regard to establishing effective Learning Communities*

**National Assembly for Wales** (2004-5) *Preparation of Bid to the European Social Fund to support the Welsh Assembly Government's 'Learning Pathways 14-19' developments*

**Communities First Support Network** (2003) *PARCH – RESPECT Young People and Participation in Communities First - conference report that forms a guide to the principles of young people's participation*

**People & Work Unit with SCOPE** (2002) *Enabling Transition Conference. – A national conference looking at issues affecting disabled young adults around education, training and employment*

**CURRICULUM VITAE**  
**DR SARAH LLOYD-JONES**

**PERSONAL DETAILS:**

**Nationality:** British

**Date of Birth:** 20<sup>th</sup> September 1955

**Work Tel:** 01873-850975

**POSITION:** Director

**QUALIFICATIONS:**

**2000-5** Ph.D. University of Wales Cardiff

*Research in the patterns of transition to working life of young adults in the South Wales Valleys.*

**1976-7** PGCE. Oxford Polytechnic

**1973-6** BD Hon. Kings College London

**CAREER:**

**1992 – ongoing** Director of the People and Work Unit and principal researcher on many of the Unit's studies (see People and Work Unit C.V).

**In addition to work with the People and Work Unit sole researcher on the following:**

**2006** Consultancy to review the role of a major national charity in Wales. *Client: Welsh Assembly Government*

**2004** Organisational review. *Client: Voluntary Action Cardiff*

**2004** Facilitation for an organisation providing support to carers to develop their organisational structure and work focus to improve their service. *Client: Carers Development Project.*

**2003** Review of advice services in Torfaen. *Client: Torfaen County Borough Council.*

**2001** Consultancy to write a business plan for a successful bid to the New Opportunities Fund for a Healthy Living Centre. *Client: Bryncynon Community Revival Strategy*

**2001** Consultancy to the Bro Taf area Mental Health Development Teams in preparing a response to the Health Authority Strategy documents.

**2001** Evaluation of the International Baccalaureate programme in a comprehensive school in South Wales. *Client: Cardiff City Council 2001*

**OTHER ACTIVITIES:**

- Preparation of a paper for the Community University of the Valleys on why young men are resistant to involvement in learning. 2002
- Delivery of the Annual Lecture to the Community University of the Valleys on young people and the relevance of learning. 2002
- External examiner for the George Williams College, YMCA, on the Informal Education Foundation Course 2001-2004

## CURRICULUM VITAE

DR DUNCAN ROBERT HOLTOM

### PERSONAL DETAILS:

**Nationality:** British

**Date of Birth:** 29<sup>th</sup> July 1975

**Work Tel:** 01873-851-114

**Home Tel:** 01633-665786

**POSITION:** Senior Researcher

### QUALIFICATIONS:

**2000-3** Ph.D. (Development Studies) University of Wales Swansea

**Thesis:** *Coercion & Consensus: Power relations between the World Bank and Government of Tanzania* (Supervisors Dr. Jeremy Holland & Dr. Giles Mohan)

**Taught Subjects:** Qualitative Research Methods, Quantitative Research Methods, Tools for International Development Planning, Research and Ethics in Social Research.

**1997-0** (Part-time) Msc(Econ) Development Policy and Planning, with Distinction University of Wales Swansea

**1993-6** Law L.L.B. Hons (2:1) University of Manchester

### CAREER:

#### **2004+ Senior Researcher (Current)**

Responsible for preparing and undertaking research and evaluations for both external clients and for the Unit's own action research projects *Build It* and *Life Support*

#### **2004 Associate of Learning Materials Designs, Milton Keynes**

Delivering management training to the DVLA, Swansea.

**2002-4 Associate Consultant and Research Associate** (with Alain Thomas Consultancy Ltd., the Centre for Development Studies University of Wales Swansea and the Community Service and Research Centre, The University of Queensland, Australia.) Responsible for planning and undertaking a range of research projects including work on the UNDP Human Development for Jordan, community audits, visioning and evaluations.

#### **2001-3 Director and Trustee, Global Connections, Pembroke. Wales**

#### **2000-3 Researcher, Centre for Development Studies, University of Wales**

Working on the DFID funded Social Development Research Capacity Building Project. Primarily responsible for project support and analytical work on the Tanzanian component, working in partnership with REPOA (Research on Poverty Alleviation, Dar es Salaam) and SOAS (the School of Oriental and African Studies, London).

**2000-3 Tutor, Centre for Development Studies, University of Wales**

Development Studies MSc: Poverty Assessment and Research Strategies

Development Studies Bsc: Social Development

Short Course Programme: Participation and Natural Resource Management, Participation, Monitoring and Evaluation, and Poverty Reduction Strategy Papers.

**1999-0 Researcher, Global Connections (World Studies Resource Centre), U.K.**

Responsible for research and analytical work in both U.K. and international contexts, leading to the production of a range of development education resources for both youth and community audiences.

**1997-9 Relief Manager – Scottish and Newcastle Retail PLC, U.K.**

**1996-7 English Teacher, Xinyang Teachers College, Henan Province, P.R. China**

**MEMBERSHIP OF OTHER GROUPS**

**2006+ Big Lottery Fund’s People and Places Committee Member**

Responsible for deciding on grant applications under the People and Places programme (£66 million) and advising on priorities.

**2006+ Locality Biography and Youth in a Transforming Community**

Part of the advisory group for this innovative Cardiff University, ESRC funded study.

**SELECTED PUBLICATIONS:**

Thomas, E. & Holtom, D. (2007). ‘Education’, pp. 45-49 in Croke, R. & Crowley, A. (eds). *Stop Look and Listen: the road to realising children’s rights in Wales*. Cardiff: Save the Children

Holtom, D. with J. Gass and R. Bowen (2007). ‘Partnership and Progression to Higher Learning in the South Wales Valleys’. *Journal of Access Policy and Practice*, Vol. 5, No. 1., pp 41-56

Holtom, D. (2007). ‘The Challenge of Consensus Building: Tanzania’s PRSP 1998-2001’ *Journal of Modern African Studies* Vol. 45, No. 1, pp. 233-251

Holtom, D. (2007). ‘What Are The True Costs Of Community Learning’, *Contemporary Wales*, Vol. 20, pp. 159-178

Holtom, D. (2005). ‘Reconsidering the Power of International Finance Institutions: Tanzania 1970-1985’, *Review of African Political Economy* Vol. 32 No. (Dec 2005), pp549-567

Bastia T, E Fisher, Holland, J. and Holtom, D., “From development research to policy change”, in Holland J with J Campbell (eds), 2005. *Methods, Knowledge and Power: Combining Quantitative and Qualitative Development Research* (London: ITDG Publications)

## **RESEARCH GRANTS**

Catching the Ripple, Welsh Assembly Government, with Sarah Lloyd-Jones £7K

## CURRICULUM VITAE

**RHODRI IFOR BOWEN**

### PERSONAL DETAILS:

**Nationality:** British  
**Work Tel:** 01873-851-150

**Date of Birth:** 20<sup>th</sup> September 1975

**POSITION:** Researcher & Project Manager

### QUALIFICATIONS:

**2000- 2003** MSc (Marketing) Glamorgan Business School

**1995- 1998** History BA Hons, University of Wales Swansea

### CAREER:

**2005+ Researcher, People and Work Unit, Abergavenny**

Undertaking research and evaluations for both external clients and for the Unit's own pilot research projects *Build It* and *Life Support*.

**2000-5 Assistant, National Museum & Galleries of Wales**

Gallery Interpretation and customer care.

**1999-0 Research Assistant, University of Wales Cardiff**

Preparing biological experiments, and quantitative analyses of results.

**1998-9 Storage Assistant, National Museum & Galleries of Wales**

Collecting, and distributing artefacts.

### AREAS OF EXPERIENCE:

**Examples of projects played a lead role in:**

**Welsh Assembly Government** (2007) *Research into Partnership working between YOTs, YPPs and 14-19 Networks at county level*

**CwmNI** (2006-8) *An External Evaluation of the Community Learning Accounts Projects*

**DELLS** (2006-7) *Curriculum Consultation Questionnaire Design & Analyses*

**Welsh Assembly Government** (2006) *Analysis of Youth Service Strategy Consultation Responses*

**Victim Support Gwent** (2005-7) *External Evaluation of Two ESF Victim Support Projects: Elevate and Altruism.*

**BAVO** (2005) *Research and advocate e-learning provision in the voluntary sector in Bridgend County.*

**University of Wales College Newport** (2005) *An evaluation of Progression through Partnership 2*

**KEY SKILLS:**

- **Quantitative Analyses Expertise:**

Analysis of data from experiments at Cardiff University. Managed a series of large-scale surveys, for example consultation for the new curriculum guidance (n=10,000)

- **Survey Design**

Strong track record in designing people friendly surveys with high response rate

- **Organising Events:**

Main organiser for People and Work Unit conference in June 2005 (attendance over 70), and Community First Seminar in January 2006

Played a key role in organising 3 dissemination events (over 90 attended each event) in partnership with Workers Education Association

- **Communication:**

First language Welsh, successfully completed a written Welsh language course at Cardiff University in 2006

Experience in communicating with various members of the pupil at National Museum of Wales

## CURRICULUM VITAE

JODIE MICHELLE SIMS

### PERSONAL DETAILS:

**Nationality:** British

**Date of Birth:** 7<sup>th</sup> August 1984

**Work Tel:** 01873-851-108

**POSITION:** Researcher

### QUALIFICATIONS:

**2005- 2007** MSc Criminology and Criminal Justice, with Distinction, Glamorgan University

Dissertation title: 'Pathways to Problematic Drug Use: An Examination of the Gateway Hypothesis'

Taught modules: Qualitative and Quantitative Research Methods, Drugs and Crime, Violence and Homicide, Criminological Theory and Criminal Justice.

**2002-2005** English and History Hons, University of Wales Swansea

### CAREER:

**2008+ (current)** Researcher, People and Work Unit, Abergavenny

### VOLUNTARY WORK:

**May 2006- December 2007** Volunteer at Ogwr Drug and Alcohol Self Help in Bridgend. Duties included operating needle exchange, counselling clients and providing information on the effects of different substances.

### AREAS OF EXPERIENCE:

#### Examples of projects played a key role in:

**Welsh Assembly Government** (2008) *Rapid Evidence Assessment of the interventions that attempt to improve behaviour and attendance in schools and other learning settings*

**Welsh Assembly Government** (2008) *Evaluation of the European Social Funding to support Welsh Assembly "Learning Pathway 14-19" development*

**Welsh Assembly Government** (2005-8) Evaluation and support for Grant Recipients self-evaluation of the Health Challenge Wales Voluntary Sector Grants Scheme

**KEY SKILLS:**

- Qualitative and quantitative research skills acquired through MSc.
- Interview skills developed through interviews conducted with drug users as part of dissertation research.
- Counselling skills, acquired through the practical experience of assisting clients as part of voluntary work at Ogwr DASH.
- IT skills, developed during university career.
- Good communication skills. A fluent Welsh speaker, having attended a Welsh-medium school.

## CURRICULUM VITAE

TINA CHRISTINE GRIFFIN

### PERSONAL DETAILS:

**Nationality:** Welsh

**Date of Birth:** 12<sup>th</sup> November 1958

**Work Tel:** 01873-850-975

**POSITION:** Office Administrator/Researcher

### QUALIFICATIONS:

Listening to Children: Consultation and Research. Certified Course Edinburgh University 2009

TEFL certificated course 2008

ECDL certificate 2008

Internal Moderator OCN. 2008

Foundation Diploma in Youth Work (level 3), YMCA George Williams College, London (2007-8)

P.G.C.E for Further Education, Cardiff University of Wales (2004-5)

Certificate of Catholic/Anglican Theology part MA 2002/3

B.A. Hons. Philosophy of World Religions with History, U.W.C.N (2001-4)

### CAREER:

#### **2008 [current] Office Administrator – Researcher**

Organising the administration of The Unit's projects, at head office. Specialising in children and young people's research

#### **2005-8 Community Tutor/Project Development Worker for the Life Support Project ran by the People and Work Unit.**

Teaching and motivating learners with low or no qualifications to achieve their education and career goals

#### **2006 [current] Assistant Marker, Cambridge International Examinations**

Marking GCSE Religious Studies exam papers

#### **2006-8 Activities Coordinator, Leonard Cheshire Disability**

Organising fund raising events and "in house" entertainment for the home's residents

**1986 – 2001 Manager/Administrator, The Print Room/Aquarius photography**  
(own business) Office Manager, Graphics Artist- Print Designer

**KEY SKILLS**

- **Management:** instigated and ran own business, OCN course designer, producer and presenter, current role
- **IT:** competent with several IT packages including word, excel and publisher
- **Events Co-ordinator:** Large scale Charity concerts, garden parties, fetes and shows for Leonard Cheshire, St Anne's Hospice, The People and Work Unit and Local Charities
- **Communication Skills:** Teaching practice: delivery of courses/presentations/seminars, practical social skills 'a people person'

**VOLUNTARY WORK:**

**2003-(present)** Secretary for Ladies Choir

**1989-91** Snowy Owl - Brownie Pack

**1988-92** Extra curriculum activities provider St. David's Primary/Junior School

**INTERESTS:**

Motorbike riding, harmony singing, cross-stitch, gym, mountain walking and reading currently learning Welsh.