
As a successful senior manager in the voluntary and community sector I have excellent fundraising and management experience. Bid-writing has been a particular focus, but I also have a strong track record with membership, volunteers, project development, sales and commissions. With roles including CEO, Development Manager, General Manager, trustee and governor, I have worked at a senior and strategic level in education, health, the arts, conservation, children & young people, and community action.

Employment history

Executive and Strategic

Chief Executive, Bromsgrove and Redditch Network May 2015 - present

Leading Bromsgrove and Redditch Network (BARN), a network supporting voluntary and community organisations. BARN represents and supports the local voluntary sector, helping with networking, information, funding and volunteering. It is an accredited Volunteer Centre and local Council for Voluntary Service.

- **Strategic:**
 - *Developed the charity's vision and purpose, with new projects and partnerships created*
 - *Developed good relationships with strategic partners, funders and other stakeholders*
 - *Represent the VCS on local strategic partnerships and to the statutory sector partners*
- **Financial and fundraising:**
 - *Responsible for all project development and fundraising*
 - *Working closely with senior staff & trustees to refocus and diversify BARN's funding priorities*
 - *Responsible for developing business plan and overseeing charity operations.*
- **Membership and Communications:**
 - *Improved BARN's offer to members, enhancing and clarifying membership benefits*
 - *Oversaw BARN's external communications, including the rebranding process and new website*
 - *Increased BARN's engagement through social media and greater community outreach.*

Chief Executive, The Play House April 2006 - April 2012 Also Company Secretary

Led The Play House, a Birmingham based educational theatre company & charity producing theatre-in-education and a variety of other educational & participatory projects for children, young people and their families.

- *Significantly refocused the funding of The Play House, from over 67% of the company's income being derived from grants to 71% of the charity's income being derived from sales and commissions.*
- *Authored/co-authored successful grant or commission applications of around £0.75 million during tenure.*
- *Oversaw numerous projects reaching around 25,000 participants a year.*
- *The company remained an Investor in People and also attained the Social Enterprise Mark, the first theatre company outside of the capital and only the third in the country to do this.*
- *Significantly developed the company's IT infrastructure and online presence. Radically overhauled the company's project support into a comprehensive and interactive online learning resource.*

Trustee and director roles

- **Trustee**, Redditch Common Neighbourhood Trust (2015-) *A charity running Community House Redditch, offering facilities for charities and community use in Redditch.,*
- **Treasurer & trustee**, Friends of Cotteridge Park, (2010-2014) *Helped steer the unincorporated organisation into becoming a registered charity with an annual turnover of £35,000.*
- **Elected Governor**, Members' Council, Royal Orthopaedic Hospital NHS Foundation Trust (2008-2012)
- *Member of the Council of Governors, responsible for representing the views of the hospital membership & holding the Chair and the Board to account. Also a member of the Public Engagement Committee*
- **Director**, HamFisted! theatre company (2008-2010)

Freelance Development Consultant Various May 2015 to present

- *Freelance consultant, supporting various charities and community groups with fundraising, project development and governance*
- *Most notably this has included acting as freelance Development Director for **Mad Hatter's Children's Charity**, advising on fundraising strategy, strategic goals, governance, marketing & operational matters for this charity helping Children with Special Educational Needs and Disabilities.*

Senior Management

Development Manager, The Wildlife Trust for Birmingham & the Black Country August 2012 – December 2014

Led the Development Department at The Wildlife Trust for Birmingham & the Black Country, the major conservation charity in the region and one of 47 Trusts working for wildlife across the UK.

- **Strategic:**
 - Developed relationships with strategic partners, funders and other stakeholders.
 - Oversaw all development, fundraising, membership and communications functions of the Trust
 - Liaised with the national office regarding co-ordinated campaigns and agendas.
- **Fundraising:**
 - Authored or co-authored grant and funding applications of over £1 million during tenure, with experience of lottery & statutory funding, and grant-making trusts.
 - Developed major conservation and engagement projects to address the Trust's strategic objectives
- **Membership and Communications:**
 - Collaborated with 7 other Trusts set up a new Face to Face membership recruitment company
 - Improved the Trust's offer to members, enhancing the membership journey and improving retention rates
 - Oversaw the Trust's external communications, creating consistent and modern marketing materials

General Manager, The Play House September 2004–April 2006 Also **Company Secretary**

Responsible for management of administrative and financial operations. Oversaw all facets of the organisations financial, legal and administrative responsibilities, including shared responsibility for fundraising and project development. Co-authored successful grant or funding applications of over £100,000 during tenure.

Administration

Company Administrator, The Play House September 2003 - August 2004

Responsible for administration and finance at The Play House.

Senior Clerk, Disabled Children's Team May 2002 - August 2003

Responsible for administration at Charles House & Edgewood Road, two homes for disabled children.

Production & Technical Management

Production & Technical Manager, various 1997 - 2002

Freelance work as Production or Technical Manager on a variety of theatre & drama projects, focussing on work in the community and with young people. Responsibilities included pre-production technical aspects, costings, budgets, supervision of technical requirements, supervision of fit-ups & and get-outs, technical liaison with venue and contractors, and health and safety.

Company & Stage Manager, various 1992 - 2005, including **Head of Department**

Duties included budgeting, liaison between theatre departments, propping, care of the acting company, liaison with directors, designers & venues, overseeing of rehearsals and technical week, FoH & press liaison. Additional HOD duties included supervising the team as necessary and in certain cases overseeing outgoing tours.

Education & training

Professional development

- **Common Purpose: Meridian leadership course 2011**
A leadership course for established leaders from all sectors and backgrounds, offering chances to explore a huge range of real-life challenges.
- **Academy for Chief Executives: Enterprise City – High Growth programme 2008-09**
Provided tailored and expert one-to-one business coaching.
- **TMPL: Quest - Arts Leadership Development Programme 2006**
Supported arts leaders to share and develop individual and organisational skills

BA (Hons) Communication and Media Production. First class degree.

- **Dorset Institute of Higher Education**, later Bournemouth University September 1985 - July 1988
Major in Television Drama, Minor in Computer Graphics

Advanced Certificate in Design & Stage Management. Pass with Credit

- **Welsh College of Music and Drama** September 1988 - July 1989