

**PERSONAL SKILLS AND ATTRIBUTES**

- Socially at ease
- Deadline driven
- Leader/ manager/mentor
- Strategic vision
- IT-literate (MS Office and specialist database, finance and event management software)
- Relationship-builder
- Tenacious
- Resilient
- Pragmatic
- Experience of starting and building businesses
- Can-do attitude
- Highly organised
- Energetic
- Innovative
- Well-honed written and verbal communication skills

**CAREER HISTORY**

**Sept 2020 – May 2021: Community Engagement Manager**, (SW Northamptonshire), Census 2021, ONS. One of 200 CEMs recruited in England & Wales to ensure widest possible Census uptake. Engaged with local community groups, presented to Council meetings, spoke with local media with regular reporting to HQ.

**1996 – ongoing: Director, Networking Culture Limited**, the legal entity through which I developed and managed the following networks, organisations, brands and consultancy work. Over the years, I have acquired a broad range of skills. Specifically:

<b>Financial &amp; Business Management</b>	Budgeting, invoicing, credit control. Determining Terms & Conditions of sale of event tickets. Preparing VAT returns, Companies House and HMRC returns. Written Funding Bids and secured Sponsorship from global corporates. Strategic planning, product/service development.
<b>People Management</b>	Recruitment, training & development, goal setting and supervision of outsourced services provided by individuals.
<b>Sales, Marketing, PR and Communication</b>	Identifying customer base, selling services/events/initiatives, writing & issuing press releases, developing media contacts, writing design briefs, developing website, building social media presence.
<b>Project/Event Management</b>	Managed and/or overseen creation and development of hundreds of events ranging from business breakfasts for 30, Annual Lunch for 300+, evening social events, Annual Symposium, Award Ceremonies, Conferences (100s of attendees) and other initiatives, such as publications. Sourced keynote speakers. Post-event evaluation to ensure continuous development and best practice followed.
<b>Legal compliance</b>	GDPR Registration, Trade Mark Registration, Private/Public Liability Insurance

**2003 - current: Founder & CEO of Women in the City (WiC)**. Built WiC into an award-winning organisation with a strong brand reputation in City of London and beyond for its work in promoting, recognising and rewarding female talent. 16.6k Twitter followers, 2500 email database, 2000 LinkedIn Group.

**1996 - 2003: Founder, Enterprising Women** a London-based subscription network for female entrepreneurs. Grew membership from 0-200 within 12 months. Encouraged members to go on-line and switched percentage of online members from 10% at start to 90% at end of year one. Produced and distributed Membership Directory. Introduced online payments in 1996-7.

**1996 – 2009: Built reputation as an expert in building and managing social capital** with client list of international corporates and major professional services organisations, charities and academia. Worked as a consultant and keynote speaker. Designed and ran training courses and seminars. Engaged as keynote speaker throughout the UK and overseas.

**1996 – 2006: Consultant to ISA Charity** founded by Richard Paice, Chairman, International Shoe Agency. Formalised criteria for student travel award, managed award process from application to evaluation. Formed

a network of 100 young people who received awards and maintained and developed that network over 10 years. Organised several informal events each year to bring together past and present award winners.

**1988-1995: Series of continuous fixed term contracts**

**1995: CEO, Westminster Enterprise Agency**, London. Responsible for all aspects of running the Agency, including office and team management. Secured public and private sector external funding; liaised with government departments and ensured the Agency met targets for its government funding and ISO9000 and IIP quality assurance standards.

**1993: Head of Business and Education Services**, Bradford & District Training & Enterprise Council. Responsible for a team of over 30 delivering government funded services to businesses and education in Bradford to meet government targets for business and educational improvement. Managed £5m budget.

**1991: Manager, Merseyside Education Business Partnership**, Liverpool. Appointed to build this new organisation across three local authorities. Successfully wrote many bids for government funds and secured matched private sector funding. Developed award winning innovative programme for primary schools. Represented the Partnership on many local educational boards and committees. Gained respect of educationalists in sceptical environment. Supported by team of two.

**1990: Head of Customer Service**, GLS, Tottenham, London. Recruited as part of a change management team to ensure the organisation, which was run under the auspices of the Greater London Residual Body, was fit for private purchase. Led team of 20 Customer Service Representatives and worked closely with colleagues heading other departments to drive new culture and processes.

**1989: DTI Enterprise & Education Initiative Adviser**, London Borough of Brent. Funded by the DTI to develop links between industry and education in Brent with a London-wide remit for the development of equal opportunities race and gender. Met targets and developed a good practice guide for work experience which was implemented across London. Introduced Teacher Placement programme.

**1988: Youth Training Scheme Manager**, ADM Ltd, Harrow. Managed a 100-place youth training scheme. Publicised scheme to attract trainees. Oversaw in-house training and work-place assignment. Redesigned the scheme to ensure better outcomes for trainees. Changed perception of the scheme with employers which in turn increased revenue for the business.

**1979-1988: Owner, Link-Up Business Services**, provider of specialist word-processing services, London. Used word processors and laser printers before widely adopted. Managed 3 full time employees. Client base included Barristers' Chambers, Advertising and Marketing Agencies, pharmaceutical companies and Hollywood film studios. Built reputation for high quality, accurate work with fast turnaround.

**1977-1979: Production Manager**, British Defence Equipment Catalogue, Combined Service Publications, Farnborough, Hampshire. Managed team of 3 to produce and distribute annual catalogue of defence equipment (from uniforms to Tornado jets) published on behalf of the MoD and distributed to UK Defence Attachés overseas and overseas Attachés in the UK. Organised company's representation at exhibitions.

**1973-1977: Editorial Manager**, specialist academic and scholarly music publishers, Stainer & Bell, London. Began as PA to the Managing Director and promoted to Editorial manager with responsibility for developing a new series of publications.

**EDUCATION**

*I have attended workplace management development courses on a wide range of topics. I hold an NVQ Assessor Certificate and have been an Ofsted Lay Inspector and Investor in People Assessor.*

1971-73 HND (Distinction) Business Studies, College of Commerce, Hull, Yorkshire

1964-1971 Grammar Schools for Girls, Neath, Glamorgan, 1 S-Level, 2 A-Levels, 10-O-Levels