

Employment

Events & Engagement Manager (maternity cover) - mySociety (April 2022 - April 2023)

- Successfully managed the TICTeC Labs programme, an online event and meeting series around six topic strands in Civic Technology, funded by the National Endowment for Democracy (\$240k grant):
 - setting agendas, securing presenters and running online events
 - facilitating working groups
 - managing the award of six subgrants
 - building and supporting communities of practice around the six topics
 - promoting the events and outputs of the subgrants via the website, blog and social media
 - monitoring and revising the budget
 - evaluation and impact reporting to the funder

This programme engaged 700+ people in events, working groups and projects; delivered six tangible outputs including resources and training courses; and resulted in ongoing collaborations and networks.

- Project management, coordination and delivery of external events and internal team and board meetings.
- Managing all event processes for staff, presenters and delegates from research to final evaluation, including booking venues and travel, facilitating meetings, allocating roles to staff team, collating and reporting on feedback, and planning improvements based on feedback received.
- Set up an organisational events procedure, to ensure the effective and consistent delivery of events.
- Supported the Board of Trustees by scheduling meetings and taking minutes.
- Supported the recruitment of new Trustees by notetaking at interviews and providing written and verbal feedback on candidates.
- Ad hoc research projects, e.g. researching relevant community organisations across the UK to contact for a project involving freedom of information and marginalised communities.

Membership & Events Manager (maternity cover) - Music Mark (August 2021 - April 2022)

- Led on the delivery of all Music Mark events and training (around 50 online and 10 in-person/ hybrid events per year, including a hybrid conference for 300+ delegates and a teaching CPD for 800 attendees) - sourcing, booking and liaising with venues and presenters, nationally and internationally.
- Managed the Arts Council-funded Hub Support Programme - planning, developing and delivering training, events, resources and peer support groups for all 127 Music Hubs in England; responsible for the project budget of over £300k and reporting and evaluation of the programme content.
- Collaborated with The National College to produce online training webinars for music teachers - identifying and negotiating to secure suitable presenters for requested topics - which resulted in income for Music Mark and a set of webinars which have been watched by hundreds of teachers and positively reviewed.
- Managing all event processes for delegates from initial booking to final evaluation, including collating and reporting on feedback, and planning improvements based on feedback received.
- Supported presenters in developing relevant content for the audience, and with online/ hybrid delivery, e.g. training them in use of Zoom webinar and tools such as Slido.
- Prepared and managed event and training budgets, provided financial reports to management and funders.
- Contributed to successful applications for future funding, e.g. from the Arts Council.
- Managed the renewals process for over 3000 memberships and led on implementing and managing a new membership CRM, liaising with the CRM providers to negotiate tailored solutions and improvements.
- Developed and implemented a new Membership Strategy, monitored membership trends and produced membership analysis reports, e.g. on growth, renewals and churn.
- Developed membership benefits and opportunities, e.g. improving offer to schools which resulted in a 850% increase in school members between July 2021 and April 2022.
- Line-managed and trained the Administrative Assistant (a new role), managed staff and volunteers at events, input to the direction/ work of the Communications team.
- Organised, ran and minuted meetings for the team, Board of Trustees, and regional membership groups.

Event Manager, Musician, Music Teacher & Musical Director - freelance (2013 - now occasional/ ad hoc work)

- Organising workshops for musicians in Sheffield and online.
- Directing Sheffield Flute Choir, a group for adult amateur musicians. I organise, plan, promote and direct rehearsals and performances, including fundraising events for local charities.
- Freelance event management for online music events.
- Performing regularly - orchestral and solo playing, being in pit bands for shows and recording sessions.
- Teaching flute and music theory students, giving individual lessons and coaching group workshops.
- Tutoring in research and academic writing skills, particularly for music diploma/ degree students.
- Research and related work, e.g. tutoring in academic research and writing; facilitator and rapporteur for a Making Music project exploring adult music learning; proofreading/ editing services to a research project for Newcastle University/ Natural England.
- Managing all aspects of a self-employed business, including business planning, budgeting and financial management, applying for funding, administration, scheduling, tax returns, risk assessments for events, social media and promotion.

Finance & Administration Officer - Music Mark (July 2020 - August 2021)

- Main contact for membership, finance and general enquiries.
- Responsible for invoicing, recording payments (using QuickBooks) and credit control.
- Updating website, including creating log-in accounts for members, adding resources and uploading job adverts, and assisting with social media (Twitter and LinkedIn).
- Supported the Events Manager in running events including the annual conference, webinars and meetings.
- Administration of the Arts Council-Funded Music Hub Support Programme.

Secretary/ Events/ Volunteer Coordinator - British Flute Society (2018-2020)

- Management of all events, including the high-profile annual competitions and the introduction of online workshops.
- Booking and liaising with venues and guest tutors/ artists, managing the booking system and running events on the day, including supervising a team of staff/ volunteers.
- Arranging, attending and minuting in-person and virtual Board meetings, preparing information documents for the Board, following up and reporting back on actions.
- Supported the Chair by ensuring she had all information needed to carry out her role, was the frontline in handling enquiries - either responding to these or liaising with her when required, and organised travel and accommodation for the Chair, Board and visiting guests for events.
- Arranging and managing the AGM, including recruitment and voting processes for new Trustees.
- Managing Charity Commission records and reporting; implementing a change of charity status from an unincorporated association to a CIO and ensuring compliance with charity law and organisational constitution.
- Managing communications including emails to members, updating the website, contributing to and proofreading the Society's magazine.
- Liaising with the editor and publishers to ensure accurate printing and delivery of the magazine, managing institutional subscriptions and dealing with any queries about subscriptions or content.
- Oversaw the implementation of a new membership structure and fees, new CRM and website.
- I set up a new volunteering scheme, recruited, trained and supervised a group of ten volunteers.

Research, Marketing and Social Media - Social Research Association (SRA) (2018-2019)

- Researching and identifying key contacts at universities and other relevant organisations to approach about membership/ engagement with the SRA North branch.
- Preparing an information sheet and data protection statement for prospective members/ collaborators.
- Marketing, communications and social media to support the expansion of the SRA North branch.

Research Assistant - 'A Day In The Digital Lives' Project, Lancaster University (2018)

- Analysing and summarising text and data from research interviews on this EU-funded project which looked into digital technology in children's early years; compiling a published summary report.

Early Years Music Teacher - Rhythm Time (2014-2016)

- Running music classes for children from birth to four years old and their parents, with associated admin.

eMentor and Project Administrator – 'Making IT Personal', The Sheffield College (2010 – 2012)

- Mentor to volunteer Digital Outreach Trainers, supporting them to undertake OCN qualifications.
- Registering new participants, allocating to mentors, dealing with queries, maintaining records.
- Creating online learning resources.

Scholarships Officer – University of Sheffield (2010-2014)

- Responsible for the planning, administration and promotion of PhD scholarships, including programmes encompassing multiple institutions and international funding and placement schemes.
- Managing University, Research Council and other externally-funded scholarship budgets (total value of several million pounds), contributing to grant applications, financial reporting on scholarship grants.
- Researching and advising on external funding opportunities for students.
- Supporting the planning and delivery of events and conferences for students.
- Arranging and supporting meetings of University-level (senior management) Scholarship committees.

Clerical Officer - Sheffield College (2006-2010)

- Responsible for maintaining student and company accounts, invoicing, record-keeping, chasing debts.

Administrative Assistant - Medical Research Council (2000-2006)

- Secretary to several senior management committees.
- Inputting purchase orders, monitoring budgets, financial record-keeping and reporting.

Volunteering

Fundraiser and Data Protection Champion (voluntary) - Read Easy Sheffield (August 2022 - present)

- Planning and implementing a fundraising strategy for this local group which supports adults to learn to read.
- Monitoring spend against grants and reporting to funders.
- Data protection training for volunteers and management team, reviewing and monitoring data protection procedures, being the main point of contact for data protection queries and issues.
- Contributing to the running and strategy of the group as a member of the management team.

Fundraising Officer (voluntary) - Sheffield Philharmonic Orchestra (October 2022 - present)

- Developing and diversifying the orchestra's fundraising strategy through individual donations, organisational sponsorship, selling advertising space and applying for grant funding.
- Planning and launching new Patron and Sponsor schemes.
- Contributing to strategy and management decisions as a member of the Committee.

Volunteer - Music in the Round (2013-2019)

- Administrative and research tasks, mailouts, website, social media, front-of-house and page-turning.

Marketing & Concerts Volunteer - Sheffield Chamber Orchestra (2014)

- Set up and ran social media accounts for the orchestra; front-of-house management at concerts.

Treasurer/ Marketing Volunteer - Hazelhurst Community Supported Agriculture (2011-2012)

- Maintaining accounts, producing financial reports, applying for funding, completing annual FSA and Charity Commission returns.
- Attending committee meetings and contributing to the organisation's plans and strategy.
- Managing website and social media.
- Practical volunteering on the CSA's farmland and with the veg box scheme.

Qualifications

MA English Language (distinction) - Lancaster University

BA(Hons) Humanities - Open University

Higher National Diploma in Music - Edinburgh Napier University

DipABRSM Instrumental Teaching - Associated Board of the Royal Schools of Music

DipLCM Flute Performance - University of West London

Effective Mentor's Toolkit - OCN qualification in online mentoring

Recent Training

The 6 Dimensions of Leadership - course for emerging leaders (Enhancing Learning course 2021-22)

How to facilitate a difficult professional conversation (Enhancing Learning workshop 2022)

Making online events safe and accessible (Sheffield Creative Guild webinar 2022)

Project budgeting (Aim High Accountants Ltd workshop 2022)

Event Management in Tourism & Hospitality (FutureLearn 2022)

Effective Fundraising and Leadership in Arts and Culture (FutureLearn 2022)

Leadership in Arts Fundraising (FutureLearn 2022)

Using GitHub (mySociety staff training 2022)

Influencing local policy making (Making Music event 2022)

'Every penny counts' - maximising small income streams (Making Music event 2022)

Bespoke one-to-one management coaching (The Grow Consultancy 2022)

Data Quality (Open North online course 2023)

Chartered Institute of Fundraising Cymru - Fundraising Conference (2023)