

# **Rosemary Curtis**

**personnel solutions in the arts**

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## **Specialisms:**

Advice and research into terms and conditions of employment, contracts and general HR issues

Audit and design of HR policies and procedures

Organisational development, restructuring, roles and responsibilities of staff and Board members/Trustees, recruitment and induction, learning and development

## **Recent examples:**

- benchmarking surveys of terms and conditions, recommendations on salaries, pension provision and other benefits
- drawing up individual contracts
- on-call advice service
- writing staff handbook

- review, design and implementation of people management systems for organisations without specialist HR staff

reviews and advice on:

- development of structures, job descriptions, recruitment, selection and induction
- governance issues
- handling redundancies
- individual advice and counselling
- internal communications
- organisational skills audits and CPD/learning needs analyses (staff and board)

## **Experience:**

After a career as a Senior HR manager in industry and a spell as an arts administrator, I am now a freelance Personnel Adviser in the not for profit sector, specialising in work with arts organisations. Other personal involvement in these areas includes:

- Trustee of vocal music educational trust (and Friends' liaison, including database management)
- Independent member for SW on National Advisory Group for Voluntary Arts England
- Active in my local arts community - member arts development advisory group, Front of House and bar duties at local Arts Centre, actor

## **Voluntary roles outside the arts - currently:**

- Coach & Mentor for Women into Enterprise project, University of Bath in Swindon
- Joint Chair, Self Employed Special Interest Group, Swindon Branch of CIPD
- Member Wiltshire Probation Board
- Victim Support (VS) - Board member and Trustee both nationally and locally (VS Wiltshire); South West regional representative on the National Council of Victim Support; Employment panel member advising individual VS Management Committees

## **Qualifications:**

BA (Hons) English  
Diploma in Arts Management  
Chartered Member of the Chartered Institute of Personnel and Development

## **Location:**

Based Wiltshire and Surrey - working particularly in London, South, South East and South West

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# **ANONA DEVELOPMENT CONSULTANCY**

## **Jane Esuantsiwa Goldsmith**

### **SPECIALISMS**

- Business and strategic planning
- Research, including focus groups and participatory research
- Facilitation, chairing and conference planning
- Management and organisational development and teambuilding
- Personal and career development
- Training on diversity, communication and presentation skills, personal development, gender, training for trainers, *and more*
- Public speaking on equalities issues
- Individual mentoring and coaching

### **WORK UNDERTAKEN OUTSIDE THE VOLUNTARY SECTOR**

Primary care trusts, local authorities, government departments, academic institutions, and private companies

### **WORK EXPERIENCE**

*My training values: Participatory, Experiential, Challenging, Dynamic and Fun!*

I have over 20 years' experience of working with a wide range of large and small organisations and institutions in the not-for-profit sector. I have extensive experience of training, facilitating and chairing different sized groups from a dozen up to several hundred. I am actively involved in the equalities and women's movement and am a Member of the Equality and Diversity Forum. I have also been a Commissioner for the Women's National Commission, Chair of the Fawcett Society and Chair of the Gender and Development Network.

Since 1996, I have worked with over 70 clients locally, nationally and internationally, including Age Concern, the British Council, Care International, Department for International Development, the Fire Service, Oxfam, University of Sussex and WomensAid.

### **MEDIA EXPERIENCE AND PUBLICATIONS**

Contributions for radio (Radio 4, Radio 5, BBC World Service), television (Channel 4, Carlton TV, Thames TV) and press (The Guardian, Marie Claire, Cosmopolitan). Research reports, articles and briefing papers on a range of issues, particularly gender and race.

### **QUALIFICATIONS**

B.A. (Hons.) 2:1 in Combined Arts

Post-Graduate Certificate in Education

Languages: Italian (advanced), French (intermediate), Swahili (basic)

### **GEOGRAPHICAL AREA COVERED**

UK