

SANDRA JARVIS

RESOURCEFUL MANAGEMENT SOLUTIONS LTD

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SPECIALISMS

Management Skills

*Managing for the First Time * Business Planning * Strategic Planning * Supervision, Staff Support & Appraisal * Leadership Skills * Managing Change * Project Management * Building & Developing Teams*

Facilitation

*Coaching & mentoring individuals and teams * Review days for Trustee Boards * Roles & Responsibilities for Committees and Trustee Boards * Team Working*

Sectors

*Children & Young People 8 – 16 years * Children with Disabilities and Additional Needs * Community Development * Umbrella Organisations and CVSS * Social Enterprise*

GEOGRAPHICAL AREA COVERED

*Norfolk * Suffolk * Essex*

WORK EXPERIENCE

I have been working as a Freelance Consultant and Trainer for 6 years following 20 years of working in the voluntary sector. In that time I have worked with a range of organisations assisting with new building projects, team development, coaching managers and individual team members, business planning and providing line management and appraisals. In addition I have co-developed a Social Enterprise delivering NOCN accredited training for Trustees and Committee members.

QUALIFICATIONS

- BA Honours degree in Sociology
- Post Graduate Certificate in Management Studies
- Open University Certificate in Managing the Voluntary and Not-for Profit Sector
- Advanced Diploma in Coaching

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