

Janet Lewis-Jones

JLJ Associates

PO Box 1984

Salisbury

SP4 8XN

Telephone: 01980 594742

Email: enquiries@jjassociates.co.uk



Janet specialises in delivering training and consultancy services in the not-for-profit sector and is an approved provider for a number of key agencies (**Volunteering England** Licensed Training Provider; **LVSC** approved trainer, **NCVO** and **NAVCA** approved consultant). Janet is also works as an England **Lead Assessor** for the **Investing in Volunteers** and Investing in Volunteers for Employers Quality Marks

Specialisms

Training

The provision of in-house training is central to the services that Janet offers – for a full list of courses visit www.jljtraining.com

Key areas include:

- Working with Volunteers
- User involvement
- Making presentations
- Training for trainers
- Assertiveness
- Time & self management
- Supervising staff
- Coaching & mentoring

Janet can also develop training manuals and materials for your organisation

Consultancy

Janet has assisted organisations to review, refine or develop practice in a wide variety of areas, including:

- Performance appraisal
- Project development
- Staff recruitment and selection
- Staff supervision processes
- Staff development
- Organisational policy and practice/handbooks
- Monitoring and evaluation
- Training needs analyses
- Volunteering

Janet is also an experienced **facilitator** of meetings, away days and team building events

Geographical area covered - London & SE; Midlands; South West

Work experience

Prior to becoming freelance in 2004, Janet spent 18 years working in the voluntary sector – initially as a practitioner, recruiting and managing volunteer mentors, and for the final 10 years as National Director of Operations for SOVA. In these roles Janet gained considerable experience of the challenges involved in successfully running a voluntary organisations, from funding and contractual issues to managing staff and volunteers – in her last role Janet had ultimate responsibility for contracts worth over £12 million; for over 450 staff and 2000 volunteers working across the country.

More recently, Janet led the team that conducted the National Volunteer Managers' Training Needs Analysis and produced the National Training Strategy for Volunteer managers; and the team that developed the **ILM** accredited **Excellence in Volunteer Management Programme** as well as training all Licensed EVM Training Providers on behalf VE. Janet has also worked as a tutor on both the EVM Programme and the **BTEC Professional Certificate in Voluntary Sector Management** (Working with Volunteers module).

Websites: www.jljassociates.co.uk & www.jljtraining.com