

Peter Lush Training Services

Housing – Personnel and Human Resources- Volunteering

38, Bowsprit Point, Westferry Road, London E14 8NT
Telephone: 020-7515-2001. Mobile: 07973-845285 Email: plush@worldonline.co.uk fax: 0871-971-2098

Specialisms:

Volunteer Management: I have developed my experience working with Volunteer Development England in 2002-2003 into a training programme on recruiting and retaining volunteers and am happy to work with your organisation in this area. I am a freelance assessor of Volunteer Centres for Volunteering England.

Industrial Relations: Industrial relations is one of the most difficult areas for small organisations to handle successfully. Areas I can offer your organisation training and consultancy work include: *staff-management relations, negotiating structures, terms & conditions of employment, redundancy procedures and disciplinary & grievance procedures.*

Personnel and Human Resources: An organisation that does not have good personnel / human resources procedures and policies can hit major problems. My training and support covers: *employment contracts, recruitment & selection, equal opportunities, job descriptions & person specifications, and restructuring.* All my industrial relations and personnel work aims to promote staff being managed in a professional way, with structures that can resolve disputes. My work incorporates a positive attitude towards trade unions, and an equal opportunities approach.

Management Committee Development: I work regularly with management committees, including designing and carrying out training programmes and helping new officers develop in their posts.

Housing: I work with housing associations and co-operatives, estate management boards & other tenant management organisations and tenants & residents associations. I have worked for two housing co-operatives, one as manager and the other in development. I have set up a Tenant Management Organisation and have considerable experience in this field.

Local history: I have recently contributed to a book on the history of London's waterfront, edited a guidebook for a local museum, have written extensively on rugby league history and am keen to develop this area of work.

Geographical area covered:

I primarily work in London and the south east.

Work Experience:

I have worked for housing associations or co-operatives for 20 years, and have 24 years industrial relations experience, including working for the UNISON Housing Associations branch as a development worker. I have worked as a trainer/consultant since 1992. From 1996 to 2001 I carried out investigation work for the *Independent Housing Ombudsman* covering a wide range of housing issues, and have investigated complaints for various housing co-operatives. I sit as a magistrate at Thames Magistrates Court, and am involved in recruiting new magistrates. I am currently the part-time director of Training Link, a community basic skills training charity in King's Cross.

Publications:

The Employment Handbook - A Guide for Housing Co-operatives. (Joint author).

Qualifications:

M.A. Industrial & Social History, B.A. (Hons.) Social Science, Diploma in Industrial Relations & Trade Union Studies. Affiliate member - Chartered Institute of Housing and Institute for Learning.

Other information:

Small organisations usually have limited funds for training and consultancy work. My work is mainly with groups such as housing co-operatives and small voluntary organisations. To ensure you get best value for money, I offer: a free one hour consultation for all new clients, no charge for travel within the M25, a written statement estimating your expenditure, a proper contract for the work you want done, a speedy response and other expert help if needed.