**Curriculum Vitae**

 **Summary**

My main skills are in Information Technology, [NLP](https://en.wikipedia.org/wiki/Neuro-linguistic_programming), Life & Business coaching, [Mindfulness](http://www.mindfulnet.org/page2.htm) and [self-compassionate](http://www.self-compassion.org/) therapeutic training.

My experience in community work has involved all ages, from primary aged children through to retired elders in the community (providing help for my intergenerational work), and the long-term unemployed who because of their mental health have suffered long periods of either no work or training. My mentoring programs have included but not been limited to, children and teenagers at risk of exclusion from either school or society, this work has been supplemented with support work within independent housing for young people moving away from a care environment into a supported living. This work has been centered on young people/adults between the ages of 16-22; helping them adjust from either being in Care or a supported living environment within a residential unit/home.

My future aspirations are to teach children and young people how to embrace mindfulness and self-compassion as part of their tools for dealing with difficult situations and also for exercising self-compassion when faced with difficult situations and emotions this includes understanding how their behavior can affect them at home, school or in a working environment. These transferable life skills assist them when making decisions and managing stress, anger or anxiety, especially when faced with thoughts of self-harm; not only at school but also as part of their everyday life. To support this, I have just successfully completed a Level 4 certificate in “Integrating Mindfulness and Compassion in Professional Practice”.

**Qualifications**

[**City of Bath College**](https://www.bathcollege.ac.uk)GCSE’s – 21/7/2010 - Math, Biology, Chemistry, Physics (all Grade C)

A’ Levels – 21/7/2010 - English, Sociology, History

[**Rajiv Khanna Association**](http://www.rkassociatesltd.co.uk) – **Management Training**

Change Management Practitioner Dec 2014 (Certificate no: 02969520-01-M3IU)

**PRINCE II** Project Management Practitioner (Certificate no: 02843465-01-F4KW)

[**MindfulnessUK**](file:///Users/AlexJ/Dropbox%20%28Personal%29/HOME/CV/Community/mindfulnessuk.com) **Training Centre (Taunton)**

Mindfulness Level 4 Certificate “Integrating Mindfulness and Compassion in Professional Practice” (Certificate no: 573-TM4C-777-275990)

**Science of Mind College** **(Bournemouth 2012)**

Professional Trainer & Presenter

Advanced Life Coaching & Corporate Consulting

Certified Trainer of Neuro Linguistic Programming (NLP)

Certified Practitioner of Neuro Linguistic Programming (NLP)

INLPTA Master Practitioner of Neuro Linguistic Programming (NLP)

Certificate of Stress Management

Certified Hypnotherapy Practitioner

**Training & Development**

Strengthening Families, Strengthening Communities Parenting Program Trainer (2005)

Child Protection Training (Gloucester 2012)

Safeguarding Children & Child Protections e-learning course (Gloucester)

Enhanced Criminal Records Disclosure <Disclosure Number: 001465747530> (7 Nov 2014)

Drugs Awareness Training for Parenting Support Group (PROJECT 28) (Nov 2009)

Mentor Training – Bath & North-East Somerset Council (BFESG) (Aug 2009)

**Community Sector Experience**

**Project Management & Business Start-up Services: Jan 2018 to date**

**Business advice for Startups - FREE**

* Ideas & Information on self-employment
* What it takes to run a successful business (time management, issues & weaknesses)
* Support services provided (A-Z Help, Support and Workshops
* Next steps (Education, training or equipment required to start)

**Starting a business (an Overview):**

* Objectives, Mission & Success
* Company summary, Ownership, Startup table & Startup summary
* Services & Products
* Marketing, Analysis, Summary & Segmentation strategy
* The Business you’re in… Competition
* Sales forecast
* Marketing plan (includes SWOT analysis)
* Website plan
* Your management team
* Bottom line: Funding, Profit & Loss & Break-even analysis
* Cashflow
* Executive summary & exit plan

**Using technology (an Overview):**

* for producing your business plan
* to get started in business
* for team engagement
* for dealing with customer enquiries & sales
* managing accounts
* letter writing & emails

**Key4life Charity: Jan 2017 to Jan 2018**

Creating and delivering Business start-up programmes for offenders in prison. Also, providing life coaching and mindset changing specifically with re-offenders.

I also provided on-going support to offenders after leaving prison and re-engaging with society. Support has involved helping families to deal with the after math and reintegration of offenders not only back into the family but also helping them develop a sense of belonging without judgement into society, one step at a time.

Confidence, mindfulness and confidence building has played a key role in helping offenders make different choices, starting with self-love and recognising the inner and outer changes required for starting a new life, one different from that of the past. Relationship building has been an on-going process which never ends. Friendship has played a key role in allowing offenders the chance to change their friendship group and again, make different choices. This is and always will be a truly fulfilling role, one which continues as we embrace those who are rejected within our communities.

My experience working with young people has been instrumental in allowing me to use my compassion and empathy to govern the building of these relationships and facilitate the growth necessary to help curve or reduce the need for re-offending. Through continual support using various mechanism such as: setting up bank accounts, dealing with credit, finding a home, re-entering education or providing job opportunities (with employers who are accepting of those with criminal records). The foundation for this work has been laid down by encouraging them to change their attitude, thinking and behaviour.

The work continues.

**Move Forward C.I.C: November 2014 to 2017**

Move Forward is a Community Interest Company (CIC). We work extensively with individuals who are facing various types of issues. We are currently running our [Pupil Referral unit](https://en.wikipedia.org/wiki/Pupil_Referral_Unit) (PRU) whole school programme, this entails working with all Staff and children using a whole school approach to assist with the running of internal and external programmes.

PRU’s tend to have a high intake of children who have been excluded or are unable to attend a mainstream school for one reason or another. They tend to be the most vulnerable and/or have been at risk of being a victim of abuse or violence.

Please visit us at <http://www.moveforward.org.uk> to see more of what I do in my spare time.

**Youth Support Worker & Identity Program facilitator (Children, Parents & Grandparents)** 2016 - present

Supporting vulnerable children and young people alongside local agencies and councils, reporting to social workers and agencies on the welfare and mental health of clients. Also, support young people with appointments and leisure activities, assisting them into independent living and teaching them life skills in readiness for moving on into society.

Working hours vary from weekly school programs to residential day & night shifts; using this time to build rapport and provide support even to the most challenging of youngsters who have seen and experienced violence or who suffer from an addiction.

**Chairman, Team Leader & Youth Support Worker: July 2016 – May 2017**

[Corsham Youth Zone](http://www.corshamyouthzone.co.uk/) – Youth Club in Corsham, Wiltshire (Friday evenings)

Establishing and encouraging positive relationships with and amongst young people

Researching ideas and finding out the needs of young people in order to establish effective programmes to assist young people covering areas such as creativity, emotional resilience and simply how to just have fun

Setting up, training and supporting a leadership team with key dedicated, consistent supporting volunteers

Management of shop, petty cash and using activities to build rapport with the young people, helping them find their strengths and weaknesses

Project planning activities with the leadership team and seeing them through to completion with the overall focus being on the wants and needs of the young people, using external agencies to fulfill the roles outside the remit of the club

Line managing and training staff and volunteers as and when required

Age groups varied from 11 – 18 years

**Move Forward C.I.C** [**Back to work program**](http://moveforward.org.uk/home-page-revolution-slider/towards-work/) **(**in partnership with B&NES Council 2012-2014)

*What we offer*

Specialised support to individuals who are living in supported living, providing training and self-esteem building to young and older adults with learning disabilities, challenging behaviours and high mental health needs. The programme consists of the following modules delivered over a 12-week period:

1.Getting ready

2. Our beliefs

3. Presenting

4. Getting that job (hidden interview skills)

5. Staying in work

6. Staying afloat (Money management

**Mentor (**[**St Michael’s Junior School**](https://stmichaelsjuniors.eschools.co.uk/website)**) – Bath (2011 – 2018)**

Mentoring three young boys from multi ethnic backgrounds with reporting on each child.

**Primary Mentoring program** overview shown below:

Loving yourself

Preparing for school life

Family connections

Self esteem building

Positive role models

Teaching Goals

Reflection

Spirituality

Researching

Body & Mind

Greif & Bereavement

Exercise

Sleep

Basic computer training

Parental engagement

Supporting families of children at meetings, which determined the progress of the child. The following agencies were often in attendance: The Council (Children’s Services): The Police: The Probation Service: The Youth Offending Team: The Strategic Health Authority: Adults and Children’s Health Service providers: NHS Bath and North East Somerset.

**Tutor Radio Workshop (**[**St Michael’s Junior School**](https://stmichaelsjuniors.eschools.co.uk/website)**) – Bath (2011 – 2012)**

The Radio Project at St Michael’s Church of England Primary School aimed to develop new skills and knowledge in Media and also to explore Heritage. The children involved worked as a team to come up with their own ideas for the show. Their confidence in research, radio equipment and presenting has grown considerably and this can be heard in their final broadcast.

**Supplementary School Tutor (**[**BFESG**](http://www.blackfamilies.org.uk/)**) - Bath (2009 –2012)**

Working with children in a Supplementary school assisting their learning by way of a specially adapted curriculum. Areas covered: Maths, English, Drama & Information Technology.

[**Move Forward C.I.C Teenage Coaching Model**](http://moveforward.org.uk/home-page-revolution-slider/towards-life/) **–** One to One & Group work

**Goals**

Motivating young people to use their innate skills and gifts | Visualising | Feeling purposeful | Goal Setting | Removing procrastination | Communicating skills | Challenging limiting beliefs | Taking risks to move on | Modeling | Time Management

**Parenting Program Presenter (**[**Brockworth Enterprise School**](http://www.bes.gloucs.sch.uk/)**) - Gloucester (2008)**

Set up and facilitated parent workshops for parents with children who were failing within the school system, using the Strengthening families, strengthening communities program.

**Parenting Program Facilitator (**[**Strengthening Families, Strengthening Communities Program**](http://www.raceequalityfoundation.org.uk/sfsc)**) – Gloucester (2008)**

Working as a program facilitator, providing parenting programs for parents with children from all backgrounds.

I also presented the parenting program to groups of parents in various schools throughout Gloucestershire and to groups of children within schools for the purpose of recruitment and to facilitate change within the school itself, where it was deemed necessary.

**Volunteer Children’s Presenter on issues related to bullying** **(Coney Hill Community Primary School) – Gloucester (2008)**

Giving presentations to primary school children at various assemblies dealing with issues such as diversity, prejudice, inclusion and exclusion; giving examples of what is acceptable and non-acceptable behavior within the classroom. This was done with the aid of the Gloucestershire constabulary by way of presentation within school assemblies and in class.

**Radio Talk Show Host –** Local Community Talk show **(Gloucester FM 2007-2008)**

**Mentor (****Churchdown School (now** [**Churchdown Academy**](http://www.churchdownschool.com/)**) & Brockworth Enterprise School (now** [**Millbrook Academy**](http://www.millbrookacademy.org/)**)) - Gloucester (2006 – 2007)**

Working with 'Fishpool' coordinators in local schools (from the Gloucestershire Aim Higher educational program)

Pupils considered for the program are those with learning difficulties; the program was also aimed at not only raising their self-esteem but also assisting with their education, particularly in areas such as English and Maths.

As a mentor my work not only covered working with the children but also the parents, building bridges where needed between all three areas: children, parents and teachers.

**Community Forum Member (working with schools in around Gloucestershire) (2005 – 2006)**

A voluntary forum funded by Gloucestershire council that consisted of various professionals. Our role was to devise ways of understanding the views of teachers who where teaching ethnic minority students, and implement methods to improve communication amongst students and staff.

We did this by interviewing and providing training for teachers on inset days; raising awareness of cultural differences within schools and providing methods of how to cope with children from BME backgrounds. A full report is available on the results of this research & training.

[**Princes Youth Business Trust**](https://www.princes-trust.org.uk/) **– South London (1998 – 2003)**

Mentoring young people with Business Start-ups between the ages of 18 – 25 within the Information Technology industry.

**Additional Services:**

I also provide Life skills training in the following: Cooking Job Search Money management Stress management Self esteem building Self compassionate training Basic Photography training Basic Film training Parenting training (with a focus on young parents) Ready for work course (CV Writing, Computer Training: Basic, Intermediate & Advanced) Music workshops (DJ & Radio presenting) Presenter Training (Presenting to groups & interviews) Start up a business training & coaching Life coaching (Helping young people decide on a career and steps required to meet their goals)