

Hale Community Centre Manager Application – Melissa Salisbury

I have lived in Hale as a child and young adult and continue to live in the Farnham area. I have been involved with the local parish indirectly all my life and have a real understanding and love for the area. This position will enable to give back to this amazing community. The variety of projects that you support currently are all very much needed at this time and I would relish the challenge of continuing these initiatives whilst continuing to respond to the needs of the local community.

From my CV you will see that I have been a director of our family business for over 20 years which has provide Graphic Support to the events industry and others. Over that time we have employed over 25 people in our team. I believe in focussing on the best in people and working with them to see how they make a great contribution to the business or cause. Working with them and helping them overcome challenges leads to a more productive team. Also, within this role I work collaboratively to produce business plans and set budgets. I am responsible for all the finances.

My current role with Hampshire Scouts means that I am constantly working with new teams and individuals that I need to inspire to get involved with our organisation – even if they are too busy! I find the best approach is to work collaboratively and find out how being involved will best fit with their lives. This is an approach I have used across all areas of my professional and voluntary life. Inspiring people either with how their role builds into the bigger picture or how it develops them as a person usually receives good responses. This way people work and develop with the organisation.

Over the last year I have been involved in the induction of several new members of staff and development of a wider team. Together with my core role of recruiting volunteers and settling them in to new groups and roles. I have also organized our participation in wider community events and have been a key member of the team setting up and running our stand at CarFest.

My experience working for the youth service and within scouting has given me a wide range of experience in safeguarding and safety issues within youth centred provision. I was also responsible for a small youth project looking at Environmental Issues. I have also had first-hand experience of supporting young people in crisis.

All my experience (other than within our own business) has been in not-for-profit organisations ranging from Government departments to local authority and education. Whilst not sustained by activities with a commercial focus there has always been a background commercial focus such as league tables and Ofsted reports or being held accountable by the local population. Working with these softer targets can be more challenging than those financially motivated. Often you are then focussed on other people's perceptions rather than actual tangible outcomes, so customer service becomes a huge measure of performance.

Working for Basingstoke and Deane Borough Council an example of my work was that I coordinated a multiagency theatre project that was delivered to all our secondary schools. This required me to work in the planning and setting up of the project and working on how it would best be received by young people. Once the project was finalised I was responsible for the logistics of getting the projects in to schools. The workshop was delivered by the actors after the performance, but I was also involved in the Q&A sessions. I also evaluated the project and prepared the project report. This project required a huge amount of coordination and liaison with partners.

Working with schools and local charity fundraising I have been a key volunteer in organising events and setting up and motivating project teams to achieve outcomes. With my children's primary school, I was involved in the end game of fundraising for a new school hall. I ran numerous fundraising events and initiatives and helped to source funding locally. I continued to do this at secondary school and continue now in our Scout group.

As Chair of our local scout group trustees, I have been negotiating our group through Covid as our Group Scout Leader decided to leave as lockdown began. I worked with our leaders to get us scouting remotely. This did require some gentle motivation across the teams and a higher level of support than previously. During this time I have been able to develop our relationships and have helped the leaders to work together and use their strengths to take the group to a better place. Throughout this meant we only lost a couple of youth members. However, we did gain 4 new leaders and a new GSL eventually.

As chair I am responsible for all governance and fundraising for the group. I have applied for community grants where we have been awarded money from local organisations and national companies.

Working my current role, supporting our own business, volunteering in Scouts means that I am constantly working flexibly and prioritising work. I work independently and remotely and often need to resolve my own problems. However, I am also able to source help when required. I work irregular hours and sometimes work longer weeks than anticipated.

The post holder needs to be approachable which I believe I am. My people skills and ability to get people to work together will be hugely advantageous, together with my enthusiasm for the organisation and its goals. I believe I can successfully develop strategy from the stakeholders and translate this into a workable plan for staff and volunteers as an important bridge to bring about greater improvement to your organisation.



MELISSA SALISBURY

PROFILE

Hello. I have a wide range of project and business skills gained from my work and volunteering. I have great communication skills and am happy engaging with people at all different levels.

I have been lucky to have had a varied career, not particularly conventional, but it has given me a unique set of skills that makes me a great potential manager.

CONTACT

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EDUCATION

Surrey University 1994 - 1996

MSc in Environmental Management & Post Graduate Diploma in Environmental Management (Merit)

Other: HND in Conservation Management (Merit)

A Levels in Chemistry & Economics

Health promotion Certificate

Youth Work Certificate

Mental Health First Aid

Neurodiversity Training

WORK EXPERIENCE

Hampshire Scouts: Growth & Development Officer

Oct 2018–Current

Liaising & communicating with a wide range of people and groups to recruit new leaders and develop growth plans.

Increased Scout numbers in Hampshire by 2% in 2019, most counties did not grow. Helped to maintain Scouting numbers during Covid.

Supported groups to continue scouting and maintain leaders during Covid.

Organising stand for CarFest South.

Producing recruitment and programme resources.

My current work involves working with a wide range of people most often involved in a voluntary capacity. I inspire and develop them to become adult volunteers and better managers of their teams, demonstrating the collaborative ways of working with the parents of the young people.

Chair of the Executive Committee 2nd Bentley Scouts

Mar 2017 – current

Working to provide funding for the group, collaborating with other community groups, negotiating new lease with Parish Council, trustee for the group and rep on District Exec.

I have spent the last 2 years in negotiations with our Parish Council to agree on a new lease. The PC required a more thorough lease originally setting out many requirements that were not to the benefit of our group. Through regular communication and extensive research to demonstrate the provenance of the Pavilion building that we use I was able to demonstrate the high value that the building had to the Scouts and how we needed to ensure our tenancy for a longer term. The resultant lease reflects many of the requirements that we had for the building and allows us the flexibility that we desired.

Bearfoot Graphics: Business Development Manager

2005–now

All finance, HR, admin and recruitment. Creating business opportunities and raising our profile.

Working on tenders for the company and developing client relationships.

Networking and creating opportunities to engage with new clients.

As a director of our family business, I have been involved in most aspects of management of our staff and client relations. We have been blessed in most cases with great staff that have worked diligently and in a trustworthy manner, however, there have been a couple that have been challenging and caused conflict. My role has been as mediator whilst trying to resolve issues and work out a way forward. This has meant being impartial and able to listen and work with both sides.

Basingstoke & Deane Borough Council: Health Improvement Officer

May 1999–Sept 2005

Project development and enablement. Public awareness. Award winning projects and Council Team of the Year.

I was responsible for delivering numerous projects and initiatives to the public requiring the management of quite large teams made up of representatives from different organisations.

Imperial College: Research Assistant

Delivering reports and presentations

Hampshire Youth Service: Youth Worker

Working within an ever-changing setting and responding with agility to the situations presented. Safeguarding.

Forestry Commission Research: Research Assistant

Worked as a fieldwork manager of a small team of wildlife officers and students.

SKILLS & QUALITIES

- Great communicator
- People management skills in business and voluntary sector
- Project management skills
- Finance and business management skills
- Experience liaising with all sorts of people and organisations
- Good research knowledge
- Presenting experience
- Organised currently run my own diary and am a self-starter
- Trustworthy and reliable
- Works with discretion
- Good sense of humour, the glass is always refillable!

References available upon request

Previous reference for current position

I've known Melissa since autumn 2013, when she joined the Eggar's School PTA, with which I'd become involved the year before. A fellow "do-er", Melissa jumped right in, volunteering to do whatever was needed to host events and support the school. Over the years, Melissa has mucked in with everything from one-off hosting and clear-up chores to sharing lead on major fundraising events. She quickly became one of the core members of the PTA.

In my capacity as Chair of the Governing Body, I've nominated Melissa over the last couple of years to join two parent consultation groups having to do with important matters affecting the school. The first issue involved closing school to vehicular access during morning at the start and close of the school day. Melissa's community connections meant that she was plugged in to the concerns and opinions of parents. Melissa contributed substantively to several school-parent communications that helped manage well an unpopular but vitally important safety improvement.

Melissa also agreed to join a parent consultation group having to do with changes to the school day's timings. This working party is ongoing, as we assess and evaluate the effectiveness of significant changes implemented just last week. I know I can count on Melissa to speak frankly. When relevant, Melissa conveys appropriately and anonymously parent sentiments and concerns, good or otherwise, of which she is aware. I have developed great respect for the way Melissa raises or shares matters of concern.

Melissa takes a methodical, analytical approach to issues and challenges. Her fair and balanced approach is particularly evident during the process of awarding PTA grants. She seeks maximum benefit and positive impact from funds we worked as a team to raise.

Through countless PTA meetings, and resulting opportunities to spend time together as like-minded parent volunteers, I've observed Melissa's commitment to student welfare. She is kind, compassionate and caring. Melissa strikes well the balance that often eludes parent volunteers—that of striving to serve the needs of the students without overactive pursuit of information about specific young people. People listen when Melissa speaks and she builds positive relationships. This influence and respect will serve Melissa well in working with young people and adult volunteers through Scouts.

I have no doubt that Melissa will use her pragmatism and compassion, together with her enthusiasm and strong people skills, in the Hampshire Scouts membership-development role. You've chosen well in selecting Melissa for this position.

The basis for my opinions about Melissa's suitability flow from my education, training and experience: former high school English teacher, attorney, trustee with five local charities, community volunteer and fundraiser. I provide this information so that you can understand the context on which I base this reference. I've told Melissa that I wish she would join the Eggar's School governing body. I'm pleased but not surprised that she has chosen instead a larger role within Scouts, a worthwhile organisation that makes a very real difference for young people.