

Rosemary Curtis

personnel solutions in the arts and voluntary sector

Specialisms:

Advice and research into terms and conditions of employment, contracts and general HR issues

Audit and design of HR policies and procedures

Organisational development, restructuring, roles and responsibilities of staff and Board members/Trustees, recruitment and induction, learning and development

Recent examples:

- benchmarking surveys of terms and conditions, recommendations on salaries, pension provision and other benefits
- drawing up individual contracts
- “virtual HR Manager” for a number of clients
- disciplinary and grievance hearings
- handling redundancies

- review, design and implementation of people management systems for organisations without specialist HR staff
- designing and writing staff handbooks

reviews and advice on:

- development of structures, job descriptions, recruitment, selection and induction
- governance issues
- individual advice and counselling
- internal communications
- organisational skills audits and CPD/learning needs analyses (staff and board)

Experience:

Following a career as a Senior HR manager in a corporate environment, I became interested in the voluntary sector through my involvement as a trustee in a number of charities including Victim Support (both locally and nationally) for 14 years. I now work exclusively on a freelance basis in the not for profit sector and in support of arts organisations.

Other personal contributions to the sector include:

- Member of Voluntary Arts England Advisory Group

Qualifications:

BA (Hons) English

Diploma in Arts Management

Chartered Member of the Chartered Institute of Personnel and Development

Location:

Based Wiltshire and Surrey - covering London, South, South East and South West

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