

## **ALAN ROBINSON**

### **CROSS KEYS ASSOCIATES**

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Ann Hindley and I (see separate entry) work together under the title of Cross Keys Associates to provide services to the voluntary sector. We aim to work with respect for all our clients, to utilise their strengths, and to offer a 'one-stop shop' for their needs.

#### **Specialisms**

I am a retired solicitor with almost 40 years' experience. I provide legal support and training to the voluntary, community and faith sectors. In particular I can help with

- Finding and putting into place an appropriate structure for the organisation
- Ensuring that individuals know how to make the structure operate
- Employing staff; producing staff contracts and policies and keeping them up to date
- Taking on premises; leases
- Data protection issues
- General legal help
- Training in all these areas

#### **Work undertaken outside the voluntary sector**

I work with social enterprises and small businesses, and on occasion provide training to public sector bodies and to the legal and accountancy professions.

#### **Geographical Area Covered**

I work mostly within Yorkshire, but am happy to work anywhere in England or Wales.

#### **Work Experience**

I have worked for numerous organisations over a period of nearly forty years. I have also worked as a trainer for a similar period. I continue to teach for the Open University, and have taught in further and higher education.

#### **Publications**

I have produced three looseleaf guides to setting up and running an organisation; the South Humber Voluntary Sector Legal Advice Project, and "Informed" for Voluntary Action Barnsley and "Resourced" for Doncaster CVS. I am currently employed to edit the legal content of the Online Guidance and Advice provided by Community Matters (The National Federation of Community Organisations).

#### **Qualifications**

MA (Sheffield), MA (York), LL.B (London), Solicitor.