

Office Services

Would you like someone to:
Make life easier for your trustees and staff
Deal with some of your admin workload
Help you to keep improving your services



I can support your organisation by:

- ✓ Dealing with Charity Commission and Companies House returns
- ✓ Servicing committee meetings, including minute-taking
- ✓ Taking on the role of company secretary
- ✓ Designing and printing publicity materials, annual reports and stationery etc
- ✓ Proof-reading and formatting reports and other documents
- ✓ Providing general administrative back-up as required
- ✓ Helping with staff recruitment (person specifications and job descriptions, dealing with advertisements and managing the application process)

Whatever the support needs of your organisation, just get in touch for a confidential discussion and a no-obligation quote

HIGH-QUALITY, DEPENDABLE AND AFFORDABLE

14 YEARS' VOLUNTARY SECTOR EXPERIENCE

AN NCVO APPROVED CONSULTANT

FORMER LICENSED PQASSO MENTOR & NAVCA QUALITY AWARD ASSESSOR

Need more info? Contact Ian:
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"Ian proved himself to be patient, dedicated and supportive in working to our specific organisational needs and constraints.."