



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:

- ✓ Servicing committee meetings, including minute-taking
- ✓ Overseeing the design and printing of publicity materials, annual reports and stationery etc
- ✓ Proofreading 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

16 YEARS' VOLUNTARY & PUBLIC SECTOR EXPERIENCE

**FORMER NCVO APPROVED CONSULTANT, 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.."*