

# Tanya Jayne Neilson

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## Employment History:

- 2023-date:      Organiser, DeeFest Kayaking Festival**
- Co-organiser (voluntary) of annual kayaking festival for 250 participants in North Wales
  - Particular responsibilities: finances, facilities hire and liaison, purchase and tracking of all consumables
- 2022-date:      Director, Canoe Wales:**
- A voluntary role that involves oversight of all governance and financial management of Canoe Wales as a member of the Board of Directors
  - Board Lead for Equality, Diversity and Inclusion, and Anti-Doping
  - Member of Performance and Talent Subcommittee
- 2019-date:      Chair and Team Manager for GB Freestyle Kayaking:**
- A voluntary role that involves chairing the GB Freestyle Kayaking Committee, overseeing all governance and financial management
  - All areas of team management, including international travel, and organisation of Team Selection events
- 2020-date:      Self-employed partner in Neilson Motorhome Services:**
- All administrative tasks within partnership, including diary management, customer relations, advertising, accounts, website design, financial management
- 2010-2020:     Further Education Lecturer, Coleg Llandrillo Menai:**
- Lecturer and curriculum coordinator on Uniformed Public Services BTEC courses
  - Lecturer and Programme Manager on Health and Social Care BTEC courses
- 2009-2010:     NEET Guidance Mentor, Ysgol Aberconwy, Conwy:**
- Working with Yr11 pupils to ensure a positive post-yr11 pathway
  - Working with pupils with emotional/behavioural difficulties on one-to-one basis
  - Mentoring range of pupils with special educational needs
- 2007-2009:     Estimating and Production Co-ordinator, Micrographics:**
- Large format digital imaging company
  - Estimates and quotes, co-ordination of orders through production, ensuring timely completion of all orders, from individuals to multi-national companies
  - Customer relations at all levels, and sales, including individual and B2B
- 2006-2007:     Sales and Marketing Executive, Ocean Innovative Software Pty:**
- Selling flying training management information software systems to civilian flying training schools, aircraft manufacturers (eg BAeS), and government and military flying training establishments worldwide
  - Developing new markets and adapting existing product for new market sectors
  - Provision of estimates and mid-to-long-term contractual assessments
  - Ongoing customer relations with high-end clients, particularly aircraft manufacturers in Europe (eg Pilatus, AerMacchi), including on-site liaison
- 2007-2008:     Member of North Wales Probation Board:**
- Governance of North Wales Probation Area, including financial and employment, with particular emphasis on redundancy scheme that year
  - Specific responsibilities for Sentencer Liaison, Job Evaluation, and Grievances and Disciplinary Hearings

**2006-2018: Justice of the Peace, Llandudno Bench**

- Magistrate sitting in Adult Courts

**1992-93, 95-06: Royal Air Force Administrative Officer: HR Expert/Adviser at Senior Level**

**Jan-Jul 06: Organiser of 2006 RAF/RN/MCA Search and Rescue Conference:**

- Sole organiser of conference for 400+ international delegates
- All conference and social activities organised – including trade show, seminars, main conference speakers, cocktail party and formal dinner

**2002-2005: RAF Valley: 19(R) Squadron Adjutant**

- Admin support, including disciplinary, manning, property, personnel, allowances
- Squadron advisor on Investors in People, Equal Opportunities, EFQM, SHEF
- RAF Valley EFQM Assessor

**2000-2002: RAF St Mawgan: Search and Rescue (SAR) Force HQ Administrative Officer**

- Administrative Officer for SAR Force, including HQ, Operational Conversion Unit, six dispersed Flights around UK, SAR Unit in Falkland Islands
- Liaison between SAR Force and Service and civilian agencies, including the Air Force Board and senior Naval and Coastguard personnel
- Organisation of annual SAR Conference for up to 400 delegates

**1997-2000: Officer Commanding Armed Forces Careers Office, Norwich**

- Responsible for all RAF recruitment in Norfolk, Suffolk and North Essex
- Targets exceeded by 35-47% annually during period of command
- Responsible for ethnic recruitment initiatives in East Anglia
- Presentations, mock interviews and management and team building exercises

**1996-1997: RAF Sealand: Junior Administrative Officer**

- Monitoring and supervision of catering and cleaning contract of £3 million for two sites, ensuring delivery of services against contractual criteria
- RAF Sealand internal and external PR, working with local and national media
- Line manager for total of 25 Service and civilian staff

**Previous employment in brief:**

**1993-1995: Science and Technology Teacher, Brune Park High School, Gosport, Hants**

**1991-1992: Management Training Team, Outward Bound Wales, Aberdyfi**

**1990-1991: Science Teacher, St Ninian's High School, Douglas, Isle of Man**

**1990: Flotilla Hostess, Sunsail Holidays, Yugoslavia**

**1989-1990: Teacher Training, University College of North Wales, Bangor**

**1989: Holiday Representative, Eurocamp Holidays, Eastern France**

**1988-1989: Outdoor Activity Instructor, Outward Bound Wales, Aberdyfi**

**Qualifications include:**

Masters Degree in Education Studies, Bangor University

PGCE in Biology and Science with Technology, Bangor University

2i BSc(Hons) in Agriculture, University of Nottingham

Certificate in Management

EFQM Assessor

IOSH Managing Safely

First Aid at Work (Outdoors)

Safeguarding and Protecting Children

Time to Listen Safeguarding

BC Level 1 instructor

BC Event Safety Management