

CURRICULUM VITAE: STEPHEN WOOD

Highly motivated professional research manager. Possesses a pro-active and strategic vision, underpinned by meticulous administrative and strong interpersonal skills. Experienced working in networks that link policy, research and activism in the sexuality, development and environmental fields

CONTACT DETAILS

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EDUCATION

University of East London - MA Cultural Studies 1998 - 2000
Middlesex University - BA (Hons) Social Sciences (Women's Studies) 2.1 1993 –1996
Queen Elizabeth 6th Form College, Darlington – A Level Chemistry, English Literature and French 1990 – 1993
Longfield Comprehensive School, Darlington - Nine GCSE (including Maths and English) 1985 - 1990

RELEVANT WORK EXPERIENCE

Institute of Development Studies – Research Officer / Team Administrative Co-ordinator

March 2009 – Present

The Institute of Development Studies (IDS) is a leading global charity for international development research, teaching and communications. It hosts five dynamic research teams, nine post-graduate courses and a family of world-class knowledge services. <http://www.ids.ac.uk>

- Managing multi-year projects around sexuality and poverty, pleasure and the international sexual rights movements, including the establishment and maintenance of core partners for the Sexuality and Development Programme.
- Providing regular news articles and blog pieces for the IDS website.
- Engaging in fundraising efforts for the Sexuality and Development Programme, including consultancies, grant funding and projects in related fields.
- Coordinates the input and guidance from the Sexuality and Development Programme Advisory Board
- Responsible for the effective operational co-ordination of a research group of 35 staff, maintaining good communication within the team and the wider Institute by acting as the primary interface for the team.
- Demonstrates a high degree of autonomy and initiative in maintaining and developing systems suitable to the needs of the team.
- Line manage a team of research administrators providing support to a number of research Fellows.
- Leading on the development and delivery of the communications strategy for the research team, including management reporting, internal communications, intranet, blog site and external web stories and content
- Project management of multi-million pound research grants, monitoring deliverables and expenditure.
- Responsible for the recruitment, mentoring and training of new staff members.
- Represent the research team on a number of cross-Institute committees and decision-making bodies charged with the enhancement of processes, policies and procedures.
- Work closely with researchers to prepare applications for grant funding, drafting content, producing financial budgets and preparation of contracts and consultancies.
- Co-ordinate the peer review process for IDS publications and work with researchers to ensure deadlines are met and act as quality assurance for the editing process.

Friends of the Earth – Campaign Support Officer

April 2008 – Dec 2008

Friends of the Earth is an environmental campaign organisation, working to promote positive solutions to global environmental problems and inspiring individuals and communities to engage in the political process. The charity supports the work of over 240 local groups operating across England, Wales and Northern Ireland. <http://www.foe.co.uk>

- Project management of activist campaigns – designing and content development of materials, day to day management of activity, budget monitoring, lead contact to activists, press work and evaluation.
- Organisation of international conferences in several countries – identifying and recruiting speakers, coordinating effort with activists in European countries, organising travel and accommodation.
- Administrative lead for team – producing minutes of meetings and conferences, ensuring records are kept of all activities, audit and quality checking of activities.
- Drafting and distribution of all campaign correspondence to politicians and stakeholders
- Writing and presenting training sessions for activists and external partners
- Chairing activism meetings and acting as champion within organisation for our campaign goals.
- Writing magazine articles on campaign topics for both internal and external publications.
- Coordinating the web presence for campaign topics, writing and monitoring website content and acting as quality assurance check on web material produced by other staff.

- Responsibility for maintaining and developing supporter database within team.
- Interviewing, supervising and training volunteers

The Wellcome Trust, London – Science Programme Officer

June 2000 – April 2008

The Wellcome Trust is the largest charity in the UK. It funds innovative biomedical research, in the UK and internationally, spending around £500 million each year to support the brightest scientists with the best ideas. The Wellcome Trust supports public debate about biomedical research and its impact on health and wellbeing. <http://www.wellcome.ac.uk>

- Provide administrative lead in a team of ten to process several hundred applications for grant funding each year. Responsible for quality assurance and structuring delivery of highly detailed academic proposals, using a wide variety of IT packages, including MS Office, database and document management systems.
- Co-ordinate the organisation of eight yearly meetings with senior UK scientists to assess quality of applications, providing travel, accommodation and professional support to committee members.
- Responsible for managing a multi-million budget, monitoring expenditure, providing financial reports to senior management and advising committee chairman on budgetary options.
- Provide career advice to academic community, by telephone, written correspondence and in presentations to University staff on the appropriate funding mechanisms available to them at varying stages of their careers.
- Display an attention to detail in knowledge of eligibility criteria and processing guidelines for over thirty different funding mechanisms. Rapidly analyse and assess large, scientifically dense documents, liaising where necessary with applicants to clarify ambiguities and provide supporting data.
- Ongoing supervision of workload and development for team administrator and acted as trainer and mentor to six members of team over a period of four years.
- Instrumental in the setting up of a staff association (internal consultative body) and elected local representative. Took a key role in consultation and negotiated on behalf of staff, gaining a more rounded insight into organisational pressures and the legal framework of employment law.
- Led in the development of new funding policies, working alongside internal stakeholders to research, obtain consensus and communicate policy changes both internally through written policy documents and training and externally via website and briefing meetings with academic community.
- Project manage strategically important conferences for a diverse range of stakeholder organisations, covering both the practical aspects and designing content, as well as pro-actively building and sustaining close working relationships with key participants.
- Trained in web content writing and acted as content co-ordinator for grant scheme web pages, translating policy decisions into funding advice and publishing onto external website.
- Acted as secretary to cross-cutting institutional wide internal policy forum, tracking and supporting sub team work between meetings, minute taking and leading on follow up activity.
- Seconded onto internal project to replace current IT system, with bespoke grants management system. Worked closely with consultants to map over existing procedures and systems and design of new system.

London South Bank University – Examinations Officer

1997 – 2000

One of London's oldest universities, with over 23,500 full and part-time students, London South Bank University has major strengths across the faculties of Business, Law, Social Sciences and Nursing and is a leading UK university for professional education and vocationally orientated courses. <http://www.lsbu.ac.uk>

- Responsible for the production of several hundred examination papers per year, working closely with academic staff to edit, proof read and distribute confidential documentation over a multi-campus area.
- Ran secure storage facility for student examination scripts, setting up a clear filing system and liaising with academic staff to monitor where any particular document could be located at any time.
- Assisted in the co-ordination and running of student enrolment, involving training temporary staff, supervising data entry of applicant's details, checking academic qualifications and providing student support during the process.
- Led on the booking and preparation of Southwark Cathedral as site for student award ceremonies, working with external staff and senior management to manage diaries, inform students and field enquiries both prior to and during the events themselves.

University of East London - Data Management Officer

1996 - 1997

With over 20,000 students and reflecting the multi-cultural community of East London, the University of East London has cemented its position as one of the top ten modern universities for research, with notable strengths in architecture and visual arts, business and sports sciences. <http://www.uel.ac.uk>

- Responsible for the design and production of student enrolment application forms.
- Worked to ensure that student data was captured appropriately and produced reports on student applications for the admissions team.

- Acted as deputy for the practical organisation of student enrolment session, assisting in the supervision and training of temporary staff.
- Provided customer service on student enquiries desk, covering the admissions process and qualifications checking, as well as examination and conferment advice to student body.

VOLUNTARY EMPLOYMENT

Institute of Development Studies (2010 – Current) – Member of the Board of Trustees
 Brighton & Hove Green Party (2009 – 2010) – Secretary of Local Party
 Hackney & Tower Hamlets Friends of the Earth (2000 - 2009) – Chair, Treasurer, Media Officer
 London Lesbian and Gay Switchboard (1996-1997 & 2005 – 2006) – Telephone counsellor
 London South Bank University (1998-2000) – Union steward

FURTHER TRAINING

Institute of Management – Practical Project Management

KEY SKILLS

- Strategic manager: able to translate organisational priorities into programmes of work that relate directly to the day to day activities of my team
- Inclusive networking: able to engage, influence, and listen to senior members of staff, external partners and academic community in line with organisation's needs and objectives
- Decisive leadership skills: proven record of taking forward major projects and instilling enthusiasm with other members of staff, as well as being trusted by senior management
- Able to take complex information, break it down and present it clearly to diverse audiences
- Skilled at analysing organisational systems and presenting options for improving efficiency, whilst strengthening intra-departmental working.
- Presentation skills: experience of presenting in many contexts and a number of audiences
- Project management: can deliver events and contracts in a pro-active, cost effective way, whilst ensuring partners are kept informed and consulted on key decisions.
- Comfortable with editing and proof reading academic publications
- Developed IT skills and experience of database management, spreadsheets, web writing and internet research.

INTERESTS

Film-making, cinema, music, current affairs, environmental activism, cycling, badminton and beach volleyball