

CURRICULUM VITAE

PERSONAL DETAILS

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EDUCATION

1965 to 1970 Educated to GCE 'O' level standard at Kelvin Hall Secondary Modern School, Hull

1970 to 1974 Day release study at Hull Technical College culminating in City and Guilds Certificate in Motor Vehicle Technology

Subsequently, extensive and varied in-service management training in finance, business counselling, collective management and conflict resolution, personnel, marketing, equal opportunities, training for trainers, chairing and meeting skills. Examples include;

March 1999 4 day Residential Training Course, "Achieving Leadership Potential" (Phoenix Consultants)

May 2001 2 day course "Interpersonal skills - working with others to achieve results" (Industrial Society)

June 2001 5 workshops "Introduction to Spiral Dynamics and Related Models of NLP" (Keith Rice)

August 2005 Leadership Briefing (Director of Social Change)

November 2006 Voluntary organisations business development, training-for-trainers (Governance Works)

April 2007 2 day "Training for Trainers" event with Mark Friedman (Results Based Accountability)

CAREER SUMMARY

2001 to Present **David Burnby + Associates**

Freelance Facilitator, Trainer and Consultant

Appointed as a Neighbourhood Renewal Advisor (ODPM 2002-2008)

Appointed as Local Improvement Advisor (DCLG) 2009

1995 to 2001 **Common Purpose UK**

www.commonpurpose.org.uk

UK wide trust aimed at improving how cities work through the delivery of educational programmes for senior representatives from a broad cross section of organisations.

PROGRAMME DIRECTOR and (from 1997) REGIONAL DIRECTOR

Successfully launched, devised and delivered new Hull Common Purpose programme, developing over six years to one of the most highly regarded and top performing of over 50 programmes across the UK. Promoted to Senior Programme Director in 1996 in recognition of high quality delivery exceeding targets in Hull, and developing and delivering a second new programme in North East Lincolnshire.

As **PROGRAMME DIRECTOR** duties included:

- Annually recruiting a senior and diverse participant group from private, public and voluntary sector organisations. Recruited and worked with over 250 participants on seven programmes
- Responsible for raising income of around £120,000 per annum from tuition fees and sponsorship.
- Liaison at Chief Executive level with public, private and voluntary and community sector organisations.
- Design and delivery of 11 programme days for each annual programme consisting of a 2-day residential workshop, and individual themed days on Governance, Image, Economy, Crime, Health, Education, Community, Environment and Arts

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- Identifying and securing national speakers and local contributors, designing and facilitating group work exercises panel discussions and open debate.
- Recruiting and servicing local Advisory Group and Forum made up of chief executives from key local companies and organisations.
- Designing, developing, marketing and successfully delivering new Common Purpose programmes and products including work with Hull and East Riding Health Action Zone and Hull and East Yorkshire Community Safety Partnership
- Secured 3 year funding totalling £105,000 from public and private sector sources for delivery of “Your Turn” programme for 13-14 year old children in Hull schools, starting January 2002.

1997 to 2000

As **REGIONAL DIRECTOR**, leading Yorkshire and Humber region accountable to Senior Management Team. Region consistently produced the top performance in the UK with all programmes exceeding budget targets with a reputation for high quality delivery. Duties included:

- Managing a team of ten staff delivering 7 programmes in Bradford, Calderdale, Leeds, Kirklees, North Lincolnshire, North East Lincolnshire and Wakefield. 5 direct reports
- Personnel management including recruitment, setting and monitoring annual targets, monthly supervision meetings and annual appraisal.
- Monitoring and maintaining quality standards across the region
- Management of regional finances, responsible for regional budgets totalling approximately £400,000 per annum.
- Producing local development plan. Identifying new opportunities and securing necessary financial and staff resources to implement.
- Input to national management strategy, in particular, curriculum, finance and quality standards.
- Design and delivery of induction and in house staff training

1992 to 1995

Hull Council for Voluntary Service

Voluntary Sector Development and Support Agency

CO-ORDINATOR AND COMPANY SECRETARY

Chief Officer reporting to the Executive Committee.

Overall responsibility including strategic development, financial and personnel management. Liaison at senior officer level with statutory authorities and private sector organisations, development of projects, grant applications and contract negotiation. Duties included:

- Management of nine projects with resources exceeding £350,000 per annum and 17 paid staff
- Compiling written reports and recommendations to Board of trustees
- Advising local voluntary organisations on legal and constitutional matters, grant applications and contracts.
- Development of new voluntary and community projects and initiatives. Identifying sources of finance for project development
- Voluntary Sector representative on various partnership and joint working initiatives including:
 - Steering Group member and Chair of the Social Planning Team of Hull's first successful Single Regeneration Budget bid.
 - Member of Hull's Anti Poverty Partnership
 - Member of Hull City Council Urban Regeneration Sub Committee (Advisory Capacity)
 - Member of Humberside TEC Council
 - Member of Community Care Local Planning Teams (West and East Hull). Roles include prioritizing local need and assessing Joint Finance applications
- Devising and organising consultation mechanisms for social and community care planning in partnership with statutory authorities
- Originator and Secretary of Hull Voluntary Sector Alliance, a forum representing the interests of voluntary and community organisations in Hull.
- Public relations activities promoting the local voluntary sector including devising and presenting voluntary sector awareness training
- Campaigning to protect CVS's position in the City and on behalf of member organisations

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- 1985 - 1992 **Humberside Co-operative Development Agency**
Voluntary Sector Community Economic Development Agency
DEVELOPMENT WORKER
Responsible for developing community business, worker co-operative and employee owned enterprises. Founder member, Worker Director and part of the first team of four paid workers, establishing the Agency as the first voluntary sector community economic development organisation in Humberside. Successfully established offices in Hull, Scunthorpe, Grimsby and Lincoln. Duties included:
- Advising groups on all aspects of establishing and managing co-operative and employee owned businesses.
 - Preparing Business Plans including cash flow projections and market research
 - Identifying sources of finance, advocating on behalf of groups, preparing grant applications.
 - Writing and devising promotional literature. Preparing and delivering promotional talks and lectures to community groups, higher education establishments and public meetings.
 - Devising and delivering training on small business management and administration. Adapted courses for management of voluntary organisations and charities.
 - Formulating the Agency's marketing strategy and project development priorities in conjunction with other team members as part of a management collective
- 1983 - 1985 **Hull Council for Voluntary Service**
Community Economic Development Project
DEVELOPMENT WORKER
Conceived, researched, established and managed a successful community business as a Neighbourhood Co-operative. The project was funded for three years by the Voluntary Sector Unit at the Home Office.
- 1981 - 1984 **Kursaal Limited**
Leisure and Catering Business
DIRECTOR AND GENERAL MANAGER
Part owner and general manager of business
- 1977 - 1981 **Mecca Limited**
National Leisure and Gaming Operators
GENERAL MANAGER
Solid grounding in management and financial skills.
- 1974 - 1977 **Rhodesway Securities**
Life Insurance and Investment Consultants
ASSOCIATE (Part Time)
Introduction to professional environment and management
- 1970 - 1976 **Armstrong Massey Limited**
Automotive Engineers
MOTOR VEHICLE MECHANIC
Completed apprenticeship in motor vehicle technology

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NON EXECUTIVE ROLES

- 1983 to 2000 **Hull Independent Housing Aid Centre**
Voluntary sector advice agency
TRUSTEE AND HONORARY TREASURER
- 1994 to 2001 **Humberside Training and Enterprise Council (TEC)**
COUNCIL MEMBER
MEMBER OF MEMBERSHIP AND ACCOUNTABILITY SUB- COMMITTEE (elected)
- 2001 to present **The Humber Economic Partnership**
Sub-Regional Economic Development Agency
COUNCIL MEMBER
- 2002 to 2016 **Hull Business Forum**
Forum for engaging business community with the Hull Local Strategic Partnership
VICE CHAIR (elected) (Chair from 2002 to 2004)
- 1991 to 1997 **Humberside Law Centre**
2001 to 2004 Voluntary Sector legal advice and development agency
DIRECTOR and TRUSTEE (Honorary Treasurer from 1992 to 1997)
- 2002 to 2018 **Hull and Humber Chamber of Commerce**
Member of the Hull Area Council
- 2004 to 2005 **Hull Learning Partnership Board**
Partnership Board to shape the direction and long term priorities of Hull schools
HONORARY CHAIR (appointed)
- Received High Sheriff's Award in recognition of "great and valuable services to the community",
March 1997
- Award winner in the Hull CityVision Regeneration Awards 2000 in recognition of contribution to
the regeneration of the City of Hull through promoting partnership
- Humber Bondholder

HOBBIES AND INTERESTS

- Rambling and Fell Walking
- Music (Performing and listening)

SKILLS AND EXPERIENCE

- Experienced voluntary sector manager with proven leadership skills
- Proven track record of establishing, resourcing and managing voluntary sector projects
- Effective communicator with excellent written and verbal communication skills
- Solid grounding in financial management gained through varied experience in the private and public sectors.
- Ability to compile and interpret management accounts and budgets
- Good understanding of how adults learn with excellent facilitation and training skills
- Confident and articulate presenter with experience of a diverse range of audiences
- Excellent personnel management skills with proven ability to motivate and develop staff
- Experienced in project marketing and promotion and dealing with the media.
- Seasoned campaigner and persuasive advocate
- Experience in operating at a senior level in non-executive roles and partnership forums
- Strong inter-personal skills and ability to deal confidently with people from a wide variety of backgrounds
- Computer literate with experience in Microsoft applications
- Efficient administrator with solid organisational skills
- Thorough understanding of the theory and implementation of equal opportunities practice with experience of working with diverse communities