

CURRICULUM VITAE

Angela McGhin

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PROFILE (BIO)

Current position: ATR Commercial Lead / Springfield Centre Company Secretary

Education:

B.A. (Hons) Business Management & Organisation, Sheffield University, 2001

AAT Technician Level, City of Sunderland College, 2008

Prince 2 Project Management, MTC Training, 2010

Languages: English (fluent)

Profile statement:

Angela is a commercial and operations lead with extensive experience in supporting the delivery of international development programmes. As ATR (Advisory, Training & Research) Commercial Lead within Swisscontact's Markets & Partnerships domain, she provides strategic oversight of budgeting, contracting, financial performance, and risk management for project delivery across a diverse portfolio.

She also serves as Company Secretary for the Springfield Centre, where she is responsible for governance, financial and administrative management of the UK entity. She plays a key role in coordinating and managing the Centre's flagship residential training programme in Bangkok, as well as other training programmes.

Angela brings over 25 years' experience in financial management, systems and process improvement, and multi-functional operations, with a strong track record of supporting organisational performance through effective planning, controls, and stakeholder coordination.

PROFESSIONAL EXPERIENCE

Institution: Swisscontact

Date: 02.2025 – Current

Position: ATR Commercial Lead, Markets & Partnerships

- Oversees the commercial aspects of the Advisory, Training and Research team's work, such as budgeting, contracting, invoicing, reporting, and risk management.
- Ensures the Circle's work is aligned with the ATR and backstopping revenue KPIs, and monitors and reports on financial performance and progress of the Circle's projects and initiatives.
- Develops and leads in the implementation of a communication plan for the Circle that showcases its impact and achievements, and enhances its visibility and reputation among key audiences and stakeholders (and assures harmonisation with the ATR work of other circles)
- Identifies and pursues opportunities for networking, knowledge sharing and collaboration with other ATR providers, donors, researchers and practitioners, both within and outside of M&P.
- Contributes to the strategic planning and development of the Circle's work, ensuring alignment and coherence with the specific needs and opportunities of the regions and the clients.

	- Builds and maintains strong relationships with relevant stakeholders and partners in the regions, and identifies and pursues new opportunities for collaboration and resource mobilization. - Coordinates and liaises with the wider domain for smooth cooperation and sharing best practices and lessons learned on ATR management. - Organizes and coordinates team meetings. - Maintains/has an overview of upcoming issues, tasks and strategic initiatives. - Provides updates for the Management Board and other domains. - Takes over specific tasks with ATR advisors on behalf of the circle head. - Supports the recruitment of new personnel for the Circle. - Contributes to lean and quality project implementation in a targeted way
Institution: The Springfield Centre CIC Date: 05.2017 – Current	Position: Training Course Manager & Communications Support - Contributes to the brand value of SFC, communications strategy and building up the SC ATR brand - Contributes to the successful promotion and organization of the SFC and SC training offer - Organises training courses, including event planning, travel and accommodation coordination, materials production, and budget management, collaborating with other Swisscontact teams where appropriate - Manages all related correspondence with course participants - Provides on-site support during courses.
Institution: The Springfield Centre CIC Date: 05.2017 – Current <i>Appointed Company Secretary in 2023</i>	Position: Senior Business Administrator / Company Secretary - Contributes to the efficient and effective operations of SFC Ltd in UK, including the interface between the SFC Ltd and the parent company, Swisscontact Foundation - Contributes to the brand value of SFC, communications strategy and building up the SC ATR brand - Contributes to the successful promotion and organization of the SFC and SC training offer - Organises training courses, including event planning, travel and accommodation coordination, materials production, and budget management, collaborating with other Swisscontact teams (e.g. Travel Management, P&S Domain Circles) where appropriate - Manages all related correspondence with course participants - Provides on-site support during courses.
Institution: Swisscontact Date: 01.2023 – 01.2025	Position: Products & Solutions Domain Administrator - Contributes to efficient and effective domain organization and collaboration - Ensures domain head and Circle teams are provided with effective administrative and organisational support - Acts as primary Domain touchpoint for all F&T queries regarding project budgets, contracts, time keeping, and invoicing - Supports in the development and distribution of domain-wide communications - Support the Scientific Advisory Board process in a secretariat role - Contributes to lean and quality project implementation in a targeted way and in selected cases
Institution: Mooshki Ltd Date: 01.2015 – 05.2017	Position: Finance Manager <i>Mooshki Ltd are a bridal wear design company with stockists throughout the UK and internationally.</i> - All aspects of financial management, from day-day cashflow, sales and purchasing invoicing, to preparation of management accounts, and VAT returns for 3 legal entities.

	- Supervision of additional administrative staff. - General operations management, including H&S, HR and payroll duties. - Diary management, travel arrangements and client / supplier liaison.
Institution: Rufus Abajas Ltd Date: 04.1996 – 01.2015	Position: Finance Manage / Company Secretary <i>Rufus are a graphic design company, involved in corporate branding, marketing, web design and interior design for commercial enterprises.</i> - All aspects of financial management, from day-day cashflow, sales and purchasing invoicing, to preparation of management accounts, and VAT returns. - Short and medium-term financial forecasting. - Preparation and analysis of key management information. - General operations management, including H&S, HR and payroll duties. - Implementation and management of key processes and systems. - Project management, job costing and budget tracking. - Liaising with clients and suppliers, and acting as a key point person for the design team.