

CURRICULUM VITAE

Rachel Burns

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PROFILE (BIO)

Current position: ATR Business Development Advisor

Education:

BA with Distinction in Health and Social Sciences with a specialisation in Psychology in Professional Contexts. University of South Africa, Pretoria. 2004
Post Graduate Coaching and Facilitation Certificate. Henley Business School. Reading University 2018
Certificate in Psychotherapy & Counselling. New School of Psychotherapy & Counselling. London 1999
Diploma Executive Secretarial Course. St. Godric's College. London 1988

Languages: English (fluent), French (basic), Italian (basic)

Profile statement:

Rachel provides BD support on Advisory Training and Research (ATR) projects to all Circles in the P&S Domain. She is an experienced administrator, organiser, personal assistant, relationship manager and a qualified Executive Coach with proven capability in achieving success in a variety of complex and challenging work environments.

KEY QUALIFICATIONS

Rachel has been responsible for contributing inputs and co-ordinating successful bids for projects with Swisscontact, The Springfield Centre for Business in Development Ltd and at PricewaterhouseCoopers including a £150 million BBC contract and a large Local Government Property contract in East Anglia. At PricewaterhouseCoopers she was a member of an internal task force established to promote and rationalise secretarial procedures throughout the UK. Rachel was a voluntary Board member of The Durham BID (Business in Durham) Ltd and coached the Durham BID Manager. She has worked overseas and was the Administration Support Officer for The Research & Technical Cooperation Services Unit for the Trade Development Agreement Facility (TDCA-F) in South Africa. Rachel is also the UK ODA Key Account Manager (UK Official Development Assistance) at Swisscontact. She has worked with many high-level clients including The South African Government, The European Union Delegation in South Africa, the BBC, British American Tobacco, SAB Miller, Nokia and Yahoo.com. Latterly, Rachel has worked with Clients and Stakeholders in a Working Group for Fondation Botnar, other member include The World Health Organisation, AMREF, UNICEF and Gates Ventures.

PROFESSIONAL EXPERIENCE

Institution: Swisscontact Date: 01.2026 - Date	Position: Business Development Advisor Advisory Training & Research (ATR) - ATR /Regional Focal Point (GO-led and RO-led ATRs) - ATR Bid Coordination (only GO-led ATRs) - ATR Contracts Advisor - GO Contract Competency Centre - ATR Budgets Advisor - GO Budget Competency Centre Position: ACQ Contracts Advisor Contract Competency Centre - Advise and review of Partner Agreements and Contracts for SC Implementation projects. Position: Donor Focal Point FCDO
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Institution: Swisscontact Date: 06.2024 – 01.2026	Position: Domain Management Assistant - Supports the P&S Circle Lead on the DSC administration and organisation. - Support the Scientific Advisory Board process in a secretariat role - In selected cases support to the project lead / project teams according to project specific agreements, namely in coordination, administration et.al..
Institution: Swisscontact Date: 01.2023 – 01.2026	Position: Business Development Coordinator - Supports the P&S Domain acquisition strategy and activities in relation to identifying and winning ATR work. - Provides key account management for known and new clients, actively gathering client intelligence (trends, interests, priorities, etc.) to inform Circle Heads of potential ATR opportunities. - Establishes and guarantees a trust-based relationships and smooth communications with existing and potential ATR clients. - Advises on quality of standards, budgets and contracts during acquisition and implementation phase and contributes to the reduction of financial, legal, and reputational risks.
Institution: Swisscontact Date: 06.2019 - Date	Position: Market Intelligence UK Government (formerly UK KAM) - Supports Swisscontact's strategy and activities in relation to diversification and Strategy 2028 - Supports priority regions: SAI, CESAF and EAE to identify and win UK Aid Work - Supports other regions through ad-hoc requests to identify and win UK Aid Work.
Institution: The Springfield Centre for Business in Development Ltd Date: 06.2019	Position: Business Development Coordinator - Accountable for the BD function in SFC, working closely with the Management Team to develop pipeline opportunities to support SFC's Strategy. - Provides support to the Team ensuring necessary actions, information and logistics are in place for quality and timely bids. - Liaison and relationship management with clients and partnerships.
Institution: The Springfield Centre for Business in Development Ltd Date: 2015 - 2019	Position: Non-Executive Director/Special Projects - Voluntary role providing administrative support to the SFC Team, including account management, invoicing, organising insurances, liaison with lawyers, management and liaison with the UK Home Office Visa and Immigration Department and administrative support to the M4P training course.
Institution: TDCA-F (Dialogue Facility), Pretoria Date: 2012 - 2014	Position: Administrative Support Officer
Institution: Select Appointments Date: 2008 - 2010	Position: Part-time Administration/PA roles for Local Companies in Northampton
Institution: British American Tobacco Date: 2007 - 2008	Position: International Training Team Administrator
Institution: Property Renovation Tanzania Date: 2004 - 2006	Position: Project Manager
Institution: UNISA / Godisa Trust Date: 2001 - 2004	Position: Degree / Project support to Business Incubator Programme in South Africa
Institution: PSD Programme, Amman, Jordan Date: 2000 - 2000	Position: Project Support to Trade Development Programme
Institution: PricewaterhouseCoopers	Position: PA to the Head of Strategic Change

Date: 1994 - 2000	
Institution: Fletcher King plc Date: 1993 - 1994	Position: PA to PLC Director
Institution: Trip Lake Camp, Poland, Maine Date: 1993 - 1993	Position: Camp Director's Secretary
Institution: Fletcher King plc Date: 1988 - 1993	Position: Associate Director's Secretary

REFERENCE PROJECTS

2012-2014, TDCA-F (Dialogue Facility), Pretoria, South Africa

Rachel supported the Programme Management Unit in terms of finance, administration, front of house representation, organisation of events, liaison with service providers and other tasks as required. She reconciled and tracked sub-projects and grants whilst managing the programme's ledgers and cash flow. She further set up the programme's e-filing and physical filing system. The Dialogue Facility organised many events from board meetings to conferences and workshops. Rachel prepared participant packs, dealt with logistics (flights, accommodation, transport, venues), paid per diems and ensured a smooth and trouble-free experience for participants.

2022-2024, Project Support to SDG 3 Global Council on Scaling Innovation in National Health Systems

Provided administrative support to the third United Nations Sustainable Development Goal (SDG3) SCSi (Addressing Structural Constraints to Scaling Innovation in Healthcare and Welfare Services) Working Group. Fondation Botnar's initiative is investigating the means of better provision in primary healthcare and welfare services. Clients and Stakeholders in the Working Group include Fondation Botnar, WHO, AMREF, UNICEF, Gates Ventures, Harvard TH Chan School of Public Health and Gavi. Rachel organised workshops for the Core Team Consultants, helped to organise a WHO workshop and an Aperçu Riche for the Botnar Foundation. She organised logistics for the Core Team field trips and consolidated project spend at the end of the programme.

2020-On-going, Co-ordination of the Sida Agricultural Markets Development Framework contract

Rachel is responsible for the coordination of the Framework Agreement for Swisscontact and its subsidiary The Springfield Centre and is the point of contact for all call off requirements