

CURRICULUM VITAE

Rachel Burns

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PROFILE (BIO)

Current position: ATR Business Development Coordinator

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

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 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.

PROFESSIONAL EXPERIENCE

<p>Institution: Swisscontact Date: 01.2023 - Date</p>	<p>Position: Business Development Coordinator</p> <ul style="list-style-type: none"> - 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.
<p>Institution: Swisscontact Date: 06.2019 - Date</p>	<p>Position: UK ODA KAM</p> <ul style="list-style-type: none"> - Supports Swisscontact’s strategy and activities in relation to diversification and Strategy 2028

	<ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - 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 Date: 1994 - 2000	Position: PA to the Head of Strategic Change
Institution: Fletcher King plc Date: 1993 - 1994	Position: PA to PLC Director
Institution: Trip Lake Camp, Poland, Main 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.