



Ben Bowen

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South Manchester

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**WEB**

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**AGE**

21 Years Old

**DRIVING ABILITY**

Full licence held since  
February 2008.

Has use of own car.

## Profile

I am an enthusiastic, dynamic individual who has a wide range of experience and an excellent skill-set to match. Through both my paid employment and voluntary activities I have gained a very valuable experience base of working with professionals, volunteers and young people. I have good logical thinking skills, am adaptive and am a good communicator and team member. However, I also have the ability and skills to lead in an effective and professional manner. I am very much looking forward to whatever the next challenge may be!

## Experience - Paid Employment

**FOUNDER, THE ONLINE PA COMPANY**

**JULY 2011 - PRESENT**

In July 2011 I founded The Online Personal Assistant Company Ltd. This company was set up to provide the work of a company's personal/administration assistants - but we manage it all remotely. I have been responsible for managing all elements of the start up from accounting & finance, to marketing & advertising, developing the website, client support and undertaking the work.

We provide all services from event management and bookings, to stock taking and proof reading.

**LEARNING SUPPORT ASSISTANT, RAMILLIES HALL SCHOOL**

**NOVEMBER 2009 - PRESENT**

Ramillies Hall School is a small, independent school that specialises with students with learning difficulties, namely Autism, Asperger Syndrome, Dyslexia and Dyspraxia. I work with students from the age of 6 – 16 and support the teaching staff in the delivery of lessons.

Throughout my time at Ramillies I have worked in a wide variety of roles, from intensive 1:1 support with a 10 year old boy with Autism, whole class support, planning and delivering small group & whole class lessons and one-to-one tuition for specific students.

I work on creating and implementing strategies for students, to enable them to reach their full potential. I have also received specialist training on Autism, ADHD, Safeguarding and Bullying. I am also involved in extra-curricular activities and a member of the fundraising team for a new library.

More recently I am also providing technical IT support, including developing our intranet capabilities, staff email accounts and developing, upgrading and maintaining of the school's website. Finally, I am also working to develop many of our administration practices and systems.

Due to my experience and skills in administration & IT I have very recently been asked to be part of the school's strategic planning group. The group's current primary function is to look at the future development of the junior section within the school.

**MARKETING, ADVERTISING & WEBSITE, THAI SPICE RESTAURANT  
JULY 2009 - PRESENT**

I am responsible for the marketing and advertising for the restaurant. This has included online social media campaigns, an email mailing list, on-street advertising, online advertising and conventional media advertising. I have also designed and now maintain their website - which includes a custom built online take-away ordering facility.

**EVENT MANAGER (INTERN), THE DO LECTURES  
AUGUST 2009 - SEPTEMBER 2009**

For 6 weeks I worked as an event management intern with the Do Lectures ([www.dolectures.com](http://www.dolectures.com)), in West Wales. I worked alongside the main event organiser and was involved with the sale of tickets, accommodation, food, transport logistics, budgeting & finance and lots, lots more. I lived out of a little 2-man tent for 6 weeks and worked extremely hard - 18 hour days, 7 days a week.

## Experience - Voluntary

**TRAINER & COURSE DIRECTOR,  
GREATER MANCHESTER EAST SCOUT COUNTY  
JANUARY 2011 - PRESENT**

I am part of the training team in Greater Manchester East, delivering the Scout Association's training to new and existing leaders. I am also responsible for the initial induction modules, ensuring they are delivered to an adequate standard by well-trained individuals.

**COUNTY ADMINISTRATOR – PROGRAMME STRAND,  
GREATER MANCHESTER EAST SCOUT COUNTY  
DECEMBER 2010 - PRESENT**

I am responsible for providing support to all those in the programme strand in Greater Manchester East Scouts.

This has included devising & implementing a communication strategies, looking at the development of our awards & strategic direction of the strand and general administration duties.

**EXPLORER SCOUT LEADER – YOUNG LEADERS,  
MANCHESTER SOUTH SCOUT DISTRICT  
NOVEMBER 2010 - PRESENT**

I am responsible for the training and support of the District's Young Leaders (aged 14 – 18).

This involves organising and delivering regular training events and the general administration of running the section.

I manage a small team of adults in order to make this possible.

**ASSISTANT CUB SCOUT LEADER,  
88<sup>TH</sup> MANCHESTER SCOUT GROUP  
OCTOBER 2004 - PRESENT**

Leader for the Cub Scout section helping to plan, organise, supervise and manage the activities of Cub Scouts (8-11 years of age) in this group, including the weekly meetings and camps.

This role has also involved completing an award-winning comprehensive training programme, including modules in Challenging Behaviour, Working with Adults and Special Needs.

**NOMINATED YOUTH REPRESENTATIVE  
GREATER MANCHESTER EAST SCOUT COUNTY EXECUTIVE  
SEPTEMBER 2009 - PRESENT**

I am a trustee for Greater Manchester East Scout County Council. This involves regular meetings and involves making decisions regarding budgeting, recruitment and the strategic direction for the County.

**CHARITY FUNDRAISING MANAGER,  
WILLIAM HULME'S GRAMMAR SCHOOL  
SEPTEMBER 2007 - JULY 2009**

I was the volunteer fundraising manager for the school. Over the 2 years we raised over £8000 for St Ann's Hospice and Henshaws Society for the Blind. I was responsible for the management of our fundraising activities and managing a team of 50 young people.

## Education

### **WILLIAM HULME'S GRAMMAR SCHOOL (6TH FORM)**

**SEPTEMBER 2007 - JULY 2009**

General Certificate of Secondary Education – GCE 'A' Levels

A Levels

June 2009 : General Studies (A), Maths (C), Physics (D), Geology (D)

AS Levels

June 2008 : Chemistry (D)

### **PARRS WOOD SIXTH FORM CENTRE**

**SEPTEMBER 2006 - JULY 2007**

### **PARRS WOOD HIGH SCHOOL**

**SEPTEMBER 2001 - JULY 2006**

General Certificate of Secondary Education – GCSE

June 2005 & June 2006 : 6 A's, 4 B's & 2 C's

## Professional Bodies

AMInstLM: Associate Member of the Institute for Leadership & Management

## Activities

I enjoy all aspects of the Scout movement including outdoor activities such as camping, climbing, hiking and orienteering. I have experience in leading groups of people to deliver large scale events. Through my involvement with The Scout Association I have gained my Chief Scout's Diamond Award and am currently working towards my Queen Scout's Award.

I also enjoy partaking in activities such as cross-country running, climbing, canoeing and hiking outside of Scouting.

I was lucky enough to attend the World Scout Jamboree in 2007. 40,000 young people (14 – 18 year olds) from over 200 countries travelled to England, UK for a huge international camp.

In 2010 I attended the 13th World Scout Moot, held in Kenya. This was a large international camp (2500 people, aged 18 – 25). This was a fantastic opportunity to really appreciate the culture of another country and the needs of others in less economically developed countries.

For several years I have been interested in web site design. I am self-taught and have developed my own personal website. I have also designed websites for voluntary organisations and businesses.

## References

References are available upon request.