

Project Management Portfolio of Work (2003 - present)

© Mark Rendell Garreg Gron Garndolbenmaen Gwynedd LL51 9UQ t: 01766 530824



I provide short and medium term support at management level in the following areas: writing reports and strategies (from research to production); facilitating and chairing meetings; developing and producing publicity materials; consulting on presentations and workshops, and designing and delivering training programmes and workshops .

‘Think Fathers’ Training Programme - Surrey Parenting Education & Support – present
Redesigning a 3 day course into 2 days, incorporating evaluation and feedback and new materials.

Information for New Fathers - Surrey Parenting Education & Support – February 2011
Creating a double-sided A5 insert for the Surrey Personal Child Health Record

Surrey Parenting Action Plan 2010 – 2014 – Surrey Parenting Education & Support – February – July 2010
Preparing action plans from overarching Strategy.

Health Needs Assessment – HMP Winchester – Hampshire PCT - July – Nov 2009
Supporting the researching, interviewing and data collection elements of the HNA.

Health Research and Consultation work – Hampshire PCT - February - March 2009

The Nurturing Fathers’ Programme - Surrey Parenting Education and Support – February – March 2009
Reviewing, updating and adding new material to an American training programme for use by UK parenting groups, adding new facilitator instructions, exercises, diagrams, clarifications and training guidance.

Dads & Lads & Daughters Project Pack - Surrey Parenting Education and Support – July to September 2008
Design and development of a stand-alone training Pack to help parents and practitioners organise a participative outdoor course for fathers and their children in Surrey.

Parent Participation Toolkit – Surrey Parenting Education and Support – Nov 07 - July 08
Design and development of a training Toolkit to help practitioners engage with parents, carers and service users.

Detainee Health Needs Assessment – IRC Haslar - Hampshire PCT – January 2008
Supported the design, development, survey activities and compilation of latest Survey.

Surrey Parenting Strategy 2007 – 2010 – Surrey Parenting Education and Support
Researched and collated background data, including recommendations for the strategy.

Small Business Mentoring and Support – the Pierian Centre, Bristol – April 2006
Tailor-made teambuilding work and consultancy with staff at arts venue and conference space – configuring business for future needs, prioritising workload, providing supervision.

Quality Assurance Framework – Surrey Parenting Education and Support – January – March 2006, March – June 2005
Development, consultation and establishment of QAF procedures and Handbook.

Sexual Health & HIV Strategy - Crawley PCT – July – December 2005
Research, development and production of PCT-wide three years sexual health strategy.

Parenting Survey – Surrey Parenting Education and Support – July 2005 – Jan. 2006
Collating, analysing and reporting on a 750 participant county-wide survey into parental attitudes and beliefs in Surrey.

Final Report and Business Plan – Surrey Parenting Education & Support – November / December 2003 and January 2004
Researched and produced two documents designed to establish long term future of Project and to take a strategic lead in Family and Parenting provision in the County.

Teenage Pregnancy and Parenthood Strategy Annual Reports – Surrey Teenage Pregnancy Partnership Board & North and Mid Hampshire Health Promotion Service –
Researched and produced Annual report and developed Revised Action Plans.