

Joanne Moseley

Mobile: 07767 425599 or Email: joannecmoseley@gmail.com
Based in Manchester / London with a Full Clean Driving Licence (Over 25)

A highly self-motivated operations and logistics manager able to work effectively on her own initiative, with the ability to productively manage resources and budgets to ensure timely project delivery

INDUSTRY TRAINING

ScreenSkills Step Up to Production Coordinator Course – 2022
ScreenSkills Production Secretary Regional Transfer Programme – 2022

Sessions included: Setting up the office, GDPR, Assets, Insurance, Distribution, Diary Management, Tech Recce & PPM, Readthrough, Rehearsals & Fittings, Casting & contracts, Purchase Orders, Working with Children, Crew Bookings, Schedule, Trucks & Swing Drivers, Clearances, Script (Final Draft), Progress Report, Wrap

SKILLS & EXPERIENCE

Project management, accounting, legal contracts, supply chains, catering, transport, accommodation, health and safety, COVID-19 protocols. Advanced Microsoft Office, Adobe Acrobat Pro DC and POP user.

EMPLOYMENT HISTORY

2022-2023 SILENT WITNESS | Assistant Production Coordinator & Production Secretary (LP: Sue Mather)

- Creating cast and crew daily and weekly engagements through ADR contracts and the Production Portal
- Producing progress reports, scripts, sides, callsheets, casting templates and clearances
- Establishing new suppliers, raising purchase orders and managing budgets for location shoots
- Organising cast and crew accommodation, driver declarations and travel arrangements
- Reprioritising all tasks on a daily basis so as to provide a premium service to cast and crew
- Managing the BBC's commitment to sustainability via the ALBERT platform

2022 BIRMINGHAM 2022 COMMONWEALTH GAMES | Policy and Implementation Manager

- Created operational solutions for managing the COVID-19 risk at the Games Welcome Centre, which all 6,500 athletes and team officials travelled through enroute to their Athlete Villages
- Utilised elite sports experience to plan the operational logistics and administrative activity in the time-sensitive lead up to the largest multi-sport event held in England for a decade
- Facilitated Dettol and Durex marketing, whilst focusing on our orders being delivered on time and within the £650k Value-in-Kind and £500k sales budgets to our central logistic warehouse and direct to venue

2020-2021 THE FOOTBALL ASSOCIATION | FA COVID-19 Testing Manager

- The 'team behind the team' that enabled the FA Cup, Women's FA Cup, FA Trophy and FA Vase to continue through the implementation of new COVID-19 testing processes in all venues
- Exceeded expectations for the scope of this role by challenging all the administration and logistics procedures to provide operational efficiencies and reduce expenditure
- Safeguarded the EUROs Prep Camp by rapidly introducing new processes in line with medical feedback
- Reprioritised all FA tasks to ensure that the support for Team GB operations was second to none

2018-2020 THE FOOTBALL ASSOCIATION | England Women's Lead Team Operations Manager

- Provided strategic leadership and line management across the Team Operations function for seven England Women's Development teams and a Goalkeeping programme

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- Managed a budget of £1.2 million across the Women's development programme, including future forecasting and event cost reconciliation for end of year reporting
- General Manager of the WU23 and WU16 football teams, overseeing team operations, including kit, equipment, finance, media and marketing, for home and overseas tournaments and matches

2016-2017 UNITED NATIONS | Civil Affairs Military Liaison Officer (Rank of Major)

- Created the operational process behind the historical Greek and Turkish Cypriot peace talks
- Event managed the operational workforce on two stages of the FIA Cyprus Car Rally, which involved 88 cars racing within the Cyprus Buffer Zone in Nicosia
- Appointed strategic lead for the development of leadership and management in 250 personnel
- Managed the Army hockey team attendance at the World Masters Games in New Zealand

2015 BAKU EUROPEAN GAMES OPERATION COMMITTEE | Athlete Services Manager

- Developed a performance programme to improve the management capabilities of Azerbaijani volunteers, against a backdrop of sports event volunteering inexperience within the country
- Provided the elite sports event leadership to drive the content for a world class televised event
- Strategised the training, prior and post-race requirements of 120 elite triathletes and their support staff
- Maximised delivery in a fast paced and pressurised environment with limited English speakers

2013-2015 ROYAL MAIL | Head of Distribution

- Selected for the Royal Mail Senior Talent Entry MBA Programme from over 4000 applicants
- Managed the performance of the North-West distribution function based in Birmingham, Chester and Warrington which encompassed 25 managers, 480 staff and 200 vehicles
- Created new national systems as a member of the Chief Operating Officers' project team and created a saving of £1.6m per year in the Birmingham distribution system

2009-2013 ADIDAS UK LTD | Sports Marketing Manager

- Directed the London 2012 Team GB kitting out process to issue 80 plus different items to 550 athletes and 450 support staff, whilst managing a team of 20 volunteers seven days a week for six weeks
- Maintained strong professional relationships whilst managing contracts with numerous commercially demanding stakeholders including Team GB, British Cycling, British Triathlon and Team Sky
- Ensured a £2.5 million annual budget was monitored whilst controlling 100,000+ unit stock inventory

1998-2007 HM FORCES BRITISH ARMY | Logistical Operations Officer / (Rank of Senior Captain)

- Commercially provided 15,000 troops a first-class mail service through the running of the Iraq Main Operational Centre and onward distribution to five Gulf countries during the peak Christmas period
- Successfully deployed manpower and equipment worth over £20million from the UK to the Middle East
- Personal Assistant to a Regimental Commanding Officer in charge of 600 personnel
- Head of Media during the military operational response to the Birmingham Firefighter strikes

EDUCATION

MBA Sports & Major Events (2011) – Manchester University
 MSc Events Management (2008) – Manchester Metropolitan University
 BSc Information Systems Management (1998) – Cranfield University

QUALIFICATIONS

- Army Officer Commissioning Course at the Royal Military Academy Sandhurst
- City & Guilds Graduateship in Leadership and Management
- Institute of Logistics and Transport Certification

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