

## Carmel Gray

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### Profile

My diverse roles over the past twenty years, both in the public and private sector have enabled me to develop a breadth of experience that mean I am able to communicate well, understand the need for excellent customer service and am confident in a range of business skills. I am passionate about the benefits of learning outside the traditional classroom environment and carry this enthusiasm into all the work we do at Outdoor Genius.

### Education

Postgraduate Certificate of Education, Science (Biology) 11-18 years 1999  
University of Sheffield

BSc. (Hons) Neuroscience; 2.1 1998  
University of Sheffield

Science Foundation Year 1995  
University of Surrey

4 A-Levels: Geography (B), Maths (C), English Literature (C),  
General Studies (A). 1994  
Our Lady's RC High School, Lancaster

Other recent qualifications:

First Aid certificate (16 hour), valid until Feb 2018

Lowland Leader Award (March 2016)

Level 2 Safeguarding Children & Young People (May 2016)

UKCC Level 1 Coach - Orienteering (Jan 2017)



## Experience

### Director, Outdoor Genius Ltd, Buxton

Sept 2014 – present

- Co-founded the business with my husband, which delivers outdoor learning experiences to schools across Derbyshire and further afield, whilst also working on a project basis with others to deliver educationally linked activities and programmes.
- Deliver the NCS Phase 1 activity camps each summer for over 800 young people.
- Formed partnerships with a range of local organisations and companies.
- Train and mentor new Outdoor Instructors each year to work on our programmes.

### Founder, Outdoor Genius

January 2014 – Sept 2014

- Worked part time on my own to develop ideas for what would later become Outdoor Genius Ltd in September 2014.
- Designed and delivered some trial courses in the Buxton area to local school groups.

### Operations Manager (Part time), No Limits Development

March 2010 – Dec 2013

- Designed outdoor based programmes linked to the curriculum for both primary and secondary schools.
- Responsible for co-ordinating the delivery of these courses by instructional staff and ensuring logistical issues were addressed.
- Assisted the Director with the financial management of the courses.

### Maternity leave

March 2009 – March 2010

### Administrative Assistant (Temporary position), University of Derby, Buxton

Oct 2008 – Feb 2009

- Assisted the FE department with general administrative duties

### Team Leader, UK Planning team, World Challenge, Buxton

Nov 2003 – Sep 2008

- Responsibility for the booking and logistical planning of all UK based courses (approximately 700 per year) including Adventure Quest, Residentials, Base camps, Overseas training and Commercial courses.
- Managed a team of four other Planning Managers dealing with £1.6 million of business annually
- Ensured course budgets and forecasting were kept up to date and liaised closely with Finance to ensure invoices and suppliers were managed effectively.
- Liaised closely with the Head of Sales to ensure correct information and expectations were passed on to customers before booking, and helped with training staff.
- Assisted in training new leaders regarding the products we deliver and the standard of service required.



**Development Manager, Urbis, Manchester**

Dec 2001 – Oct 2003

- Worked in a central co-ordinating role throughout the pre-opening and launch phase of a high profile public building
- Worked closely with the Director to project manage a wide variety of activity which included liaison with; all departments across the organisation; the project team at Manchester City Council and numerous other external stakeholders and partners
- Primary responsibility for the development and implementation of the Creative and Cultural programme of activity with a budget of £40,000 p.a.
- Initiated and developed strong working relationships with a range of external agencies and creative organisations including North West Arts Board, Shisha, Manchester School of Architecture and Community Arts North West.

**Senior Event Manager, European Centre for Business Development**

March 2001- Nov 2001

- Managed a team of Sales Executives to secure delegates for events across Europe.
- Promoted sponsorship and marketing opportunities for international business to business conferences
- Attended events to ensure smooth running of the conference

**English teacher, Sangam English Boarding School, Nepal**

Oct 2000- Feb 2001

- Volunteer teacher for 8 weeks in a rural village school, teaching English to primary school children. I also spent some time travelling independently around India and Nepal.

**Science teacher, The County High School, Leftwich, Cheshire**

Sept 1999- Aug 2000

- Full-time teacher of Science in a secondary comprehensive school, teaching Biology and Chemistry across the age and ability range to 11-16 year olds.
- Planned and prepared 26 lessons per week, kept accurate records, prepared pupils for SAT's and GCSE's, wrote end of year pupil reports, gave verbal reports at Parents Evenings, maintained safety rules in the Science laboratory and developed a mature and professional approach to my role.
- Set up a rowing club for Year 7 and 8 pupils in conjunction with Project Oarsome.

**Interests/Further information**

I am passionate about children spending time outdoors, and therefore spend most of my spare time with our own two young children walking, biking or exploring in our local area, or the hills and mountains of the UK. I also play tennis at the local club when I have time and run a Choir at my children's primary school.



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