

ALAN IRVING CV.

I have held the position as Secretary for over 40 years and have seen the club develop through the various football levels from the Carlisle and District League , South of Scotland, East and Scotland and for the last eleven seasons in the SPFL.

I have been involved in numerous projects through the years all involving the development of facilities, Changing Rooms, Training Area, Clubrooms , Stand, Covered Enclosure , and All Weather Pitch .

I carry out the role of Company Secretary for Annan Athletic FC and as such I am the main point of contact for the SFA, SPFL and all Clubs within the football framework.

I am part of the team responsible for maintaining the Annan Athletic Club License, Policies and Procedures and managing all contractual arrangements with players etc.

PHILIP JONES CV

Married with 1 son and 2 granddaughters. Recently retired after 30 years working for Magnox Ltd at the Chapelcross Site. I was a senior manager responsible for dealing with the Waste both Nuclear and conventional.

My working life led me to manage multi-skilled teams, deliver to targets and budget while remaining compliant.

Been involved with Annan Athletic Football Club for Approx 30 years and I am currently in a second spell as Chairman of the Club. Annan Athletic currently participate in Division 2 of the Scottish Professional Football League (SPFL) and I was part of the team that was successful in the application to join the professional setup some 10 years ago.

I have overseen the transition of the club moving from a social club with a football team to a fan owned Community Benefit Society (CBS) with a number of focus points which includes the Senior Football team. The involvement of the fans in running the club is now the prime driver in what we do and the current Board of Management is now elected by the ordinary shareholders and is operated on the basis of being fully inclusive.

I carried out the role of Safety Officer for some 6 years in addition to my other duties. I have managed all aspects of match arrangements for a crowd capacity situation (visit of Rangers FC) and continue to provide an overview of arrangements for all matches at home.

I continue to review and manage the Club policies and procedures in order to maintain all the requirements of the various stakeholders.

I co-founded and set running the Black & Gold Foundation which enjoys full charitable status and this now carries out the work in the community and is based on the concept of inspiring active lives regardless of age, gender, ability or nationality. The foundation currently has some 350 young people both male and female taking part in weekly football training and taking part in organised games. We operate a disability team, work with the more disadvantaged within the community and partner with various organisations to deliver specific programmes in a safe and friendly environment.

We are particularly interested at this time in developing programmes and activities to support armed forces veterans currently in our local area and indeed many of our current activities can be adapted to the needs of the support we can deliver in this area. Going forward the main aims are to maintain our membership of the SPFL and support the First Manager to achieve this. We also need to increase our work in the community and encourage more people to use the facilities at Galabank.

Neil Irving CV

I'm currently a serving board member of Annan Athletic FC and have been for the past 15 years. Through this period I'm proud to say that I've been part of a very progressive club that has delivered both a fantastic facility for the club as well as a successful team on it.

I've had a lifetime interest and passion for the club from a very early age having literally grown up at the club as it has evolved both on and off the park. Having represented the club at various levels from youth football to senior level, I was very fortunate that I was able to continue my interest by serving as a board member.

As the club moves forward I'm a strong advocate and feel very passionately about the role our club should play at the heart of the community. Having already facilitated a mental health drop in within the club it's important that the club opens itself to all; with no barriers to participation.

Whilst serving as a board member I've been involved with multiple aspects of the day to day running of the club but my current roles include:

- Responsible for Season Ticket sales and renewals.
- Editing and producing the matchday programme.
- Updating/maintaining the club website as well as social media outlets.
- Carrying out internal/external maintenance around the club.

Employment History:

Nestle UK Ltd-2011-Present

Line Performance Manager

- Leading development of the team to provide appropriate skills and flexibility of workforce to suit current and future needs aligned to business goals, using tools such as coaching, competence matrices and development plans.
- Working with the Line Performance Management team and Engineering to coordinate and prioritise resource to achieve production and maintenance plans with quality execution of TPM.

- Leading and coaching operational reviews to drive and embed a continuous improvement mind-set to support the achievement of the Operational Master Plan.
- Creating strategies and priorities for the line to deliver the drivers for the OMP in all key areas – SHE, Quality, Supply Chain, Operations and Cost.
- Coaching, training and assessing to ensure the capability of the team and the rigorous application of standards and methodologies, driving autonomy and accountability at the lowest level.
- Accountable for team capability, succession planning and all aspects of people management, including attendance management, disciplinary and DPR.

Pheonix Chemicals-2010-2011-Annan.

Pharmaceutical Process Operator

- Pharmaceutical intermediates and fine chemicals manufacturer specialising in the safe handling of hazardous reactions and other chemical processing problems through the innovative use of continuous processing.
- Operating to cGMP standards, using cutting edge continuous technology.
- Adherence to production quality guidelines.
- Carrying out hazardous chemical reactions safely.
- Manufacture of pharmaceutical material from small-scale to commercial quantities.
- Working within industry standards and regulations and adhere to stringent health, safety and environment, COSHH and HACCP guidelines as instructed by the F&DA and SEPA.
- Troubleshooting operational issues and contributing to continuous improvement schemes.
- Perform inventory auditing, internal audits and prepare for external audits.
- Accurate completion and checking of manufacturing documentation.
- Monitor processes and check for non-conformance using Rockwell RS Batch software along with computer operating panels to ensure preventative / corrective action.
- Monitor and maintain plant environmental control systems.
- Promoted and implemented continuous improvement.
- Basic engineering craft skills

Piramal Healthcare Limited-2009-2010-Grangemouth.

Manufacturing Technician

Responsible for the operation of kilo lab scale processes, to deliver high potency, active pharmaceutical ingredients (HPAPI's), in support of launched products and clinical trial programmes. Working within class 10,000 manufacturing suites, which were configured

to make both prostaglandins and a range of oncology HPAPI's: including cytotoxic small molecules and bio-conjugates.

SHASUN & R.P.S-2004-2009-Annan.

Pharmaceutical Process Operator

As detailed above in Pheonix Chemicals.

Initial Electronic Security-2003-2004-Dumfries.

Installation Engineer

- Responsible for the routine servicing and installation of intruder alarms, CCTV and action control systems.

D & G Fire Protection-2002-2003-Dumfries.

Service Engineer

- Responsible for the routine servicing and installation of fire extinguishers as well the maintenance of dry rising systems

Chubb Electronic Security-1999-2001-Glasgow.

Service Engineer

- Responsible for the routine servicing and installation of intruder alarms, CCTV and action control systems.

Solway Alarm Systems-1994-1999-Annan.

Installation/Service Engineer

David Mann

QUALIFICATIONS

NEBOSH Health & Safety Certificate Course (Prudential In-House)
IOSH Certificate in Workstation Assessments
IOSH Certificate in Workplace Risk Assessments
IOSH Certificate in Manual Handling
IFE Certificate in Fire Risk Assessments
European Quality Award and Self-Assessment Certificate (Issued by the Wales Quality Centre)
Organisation & Methods and Clerical Work Measurement Certificate (Issued by the Harry Mitchell College, Nottingham)
Gold Pace Rating Competence Card – Practitioner Reg No: 1455
First Aid at Work Certificate
First Aid Instructor & Assessor
First Responder
BTEC Professional Award - Managing Security Systems
NVQ Levels 2 & 3 in Spectator Safety & Control
European Computer Driving Licence (ECDL)

SIA Door Supervisors Licence Training
Former Executive Member of the Assoc of University Chief Security Officers
Former Member of the CCTV User Group
Executive Member of the Scottish Football Safety Officers Association
Membership Director of the Scottish Football Safety Officers Association

I am currently studying for NVQ Level 4 in Spectator Safety Management

MANAGEMENT & SECURITY COURSES ATTENDED

Working as a Team – Roffey Park Management College, Horsham
Time Management
Authorship & Communication Skills
Finance & Budgeting Skills
Recruitment & Selection Interviewing
Change Management
Customer Care
Process Management
Problem Solving & Decision Making
Performance Management
The Core Skills of Facilities Management
Managing Multiple Projects, Objectives and Deadlines
Premises Security for Facilities Managers
Security Management for Facilities Managers
An Introduction to Security Law
Assessment & Control of Contractors
Accident Investigation
Asbestos Awareness
Manual Handling Awareness
Risk Assessments
Permit to Work Guidance
Appraisal Training
Equality Awareness
Asbestos Awareness

I can summarise my knowledge and experience as follows:

- I have a proven ability to lead and motivate staff and I respect the value of teamwork
- I have excellent communication and negotiating skills
- I have good organisational, planning and decision making skills
- I have a sound understanding of budgetary and financial processes
- I have the ability to manage change
- I have a proven ability in setting and agreeing individual objectives for staff, reviewing their performance and developing training plans
- I have extensive facilities & security management experience
- I have extensive contract management experience
- I was a Senior Steward at the Millennium Stadium in Cardiff
- I was a Team Leader at Swansea City FC
- I was Deputy Chief Steward at Cardiff Blues Rugby Club
- I was a Supervisor at Glamorgan Cricket Club
- I volunteer as Safety Officer for Annan Athletic Football Club

WORK HISTORY

- October 2001 – Jan 2016: Security Manager, University of Glamorgan/University of South Wales
I was responsible for all aspects of security & car parking at the University. My role covered manned guarding, access control (manual & electronic), CCTV, crime reporting & prevention and control of 2000 parking spaces.
- May 2000- September 2001: DTZ Debenham Tie Leung, Cardiff
I worked within the property management department and I was the Facilities Management Co-ordinator for South Wales & South West England. I undertook inspections, liased with tenants, and was responsible for the maintenance, security, cleaning, health & safety etc of approximately 30 managed properties.
- Nov 1999 – May 2000: Safeway Stores, Llanishen, Cardiff
I was the Assistant Warehouse Controller. I also got involved with leaflet distribution and store replenishment duties when required.
- Mar 1992 – Nov 1999: Operations Support Manager, Prudential Regional Service Centre, Cardiff
I undertook a Facilities Management role in the RSC and also managed the Operations Support Team until my role was deemed redundant following a major company re-organisation. The RSC employed 210 staff.
I provided and maintained a comprehensive support service to ensure the efficient running of the centre within budgetary constraints. I managed a budget of £1.5m. Staff under my direct control included:
Training Officers, Quality Analyst, Customer Liaison, Management Information, Computer Specialist, Typists, Postal Staff, Security, Cleaners and Maintenance staff.

I was also Health & Safety Co-ordinator for the RSC.
- May 1989 – Mar 1992: Area Support Manager, Prudential, Brighton
I was the Personal Assistant to the Southern Region Area Manager. In addition to analysing statistics, my role included undertaking admin audits of 4 Divisional offices (Brighton, Croydon, Bristol & Exeter) and monitoring their staffing, training and budgets.
- Jul 1986 – May 1989: Commercial Section Manager, Prudential, Croydon
I was responsible for managing the Commercial Underwriting section that dealt with all aspects of Commercial Insurance.
- Apr 1980 – Jul 1986: Commercial Underwriter, Prudential, Brighton
I dealt with all aspects of Commercial Insurance and I was also project leader for 'Protection Plus', a unit dealing exclusively with high profile customers.

Oct 1973 – Apr 1980: Trainee Underwriter, Prudential, Manchester

May 1973 – Oct 1973: Trainee Cash Office Clerk, Great Universal Stores, Bolton