

June 28, 2018

Dr Joseph Reddington
68 Truro Gardens, Luton, LU3 2AP

FAO eQuality Time Trustees

I wish to be considered for the Chief Operating Officer job at eQuality Time.

I have been part of eQuality Time since 2004 and am familiar with its projects. I want to build on them, while designing new projects that mean we help more, and more diverse, people. I understand and enjoy working with eQuality Time's set of funders and customers and would like grow this set in this new job.

Finance and Resource management is important to this job. To bring in money, I have written funding applications that have brought in over £100,000 of grant funding to eQuality Time while also building up our direct sales. To manage the money, I have worked with the Trustees to create our accounts system, and am working on way to make budgets more simple and more accessible to the board and the public. My communication skills are effective one-on-one, in small groups, and giving large presentations. I'm able to tailor those skills for audiences as diverse as schoolchildren and funders, artists and engineers. However, I believe communication between staff, trustees, stakeholders, and the public is a weakness in eQuality Time that I have responsibility for. I see making sure that information moves smoothly through eQuality Time as a key part of this job.

From last October to March I supervised three staff members, along with volunteers and contractors. This peaked with leading a team of 13 at a school in October. Staff management is an area where I don't have a strong intellectual framework to work in, and this is an area I want to get much better at.

Those personal development goals aside, I am particularly focused on completing eQuality Time's strategic objectives. The most important part of this job is making sure that these have the right priorities and right place in the schedule, even if that sometimes forces hard choices at the operational level.

I believe my skills and experience are a good match for this role.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'J Reddington', written in a cursive style.

Dr Joseph Reddington