



Erica Gaffney

Nationality

British

Time in industry

35 years

Most Recent Assignment

Sub-Project Manager,
Sellafield Mobilisation &
Transition for IDP & DNWP
frameworks.

Qualifications & Certifications

- ILM Certificate 3: Effective Communication; Leadership Skills Development; Coaching Skills for Managers; Introduction to Project Management
- National Arts Fundraising - Fundraisers working in the Arts
- International House Teacher Training Institute – London RSA/UCLES Teaching English as a Foreign Language ITTI Certificate

Vetting

- Nuclear Baseline Personnel Security Standard (BPSS)
- Enhanced DBS



FOX & ASSOCIATES

Sub-Project Manager / Operations Manager

Erica is a dedicated professional with the drive and skill set to excel in a challenging environment.

A versatile and results-driven Operations Manager, with more than 30 years of experience in operations, business development, office management, problem solving and logistics, combined with tactical project management. She is highly skilled in stakeholder relations, networking, collaborating and negotiating with clients and colleagues to achieve business objectives.

Critical thinking skills and the ability to adapt to ever-changing and challenging environments give Erica the ability to work in a multitude of different industries. She has significant experience in juggling multiple responsibilities and priorities and in supervising teams to ensure smooth running of business operations.

Key areas of expertise

- ❖ Planning, defining and refining project goals, scope, deliverables and creating project plans
- ❖ Co-ordinating project staff and resources
- ❖ Monitoring and tracking project progress and reporting on milestones and deliverables
- ❖ Creating and managing cost schedules and budgets
- ❖ Identifying and monitoring project risks
- ❖ Effective office management within multiple industries/sectors
- ❖ Highly skilled in managing stakeholder, business, supplier and project team relationships
- ❖ Creative and comprehensive communication skills
- ❖ Editing and proofreading, attention to detail and quality focused
- ❖ Experienced at completing successful bids and grants
- ❖ Excellent time management and ability to prioritise tasks to meet deadlines
- ❖ Flexibility, especially when working within small teams/businesses
- ❖ Event management

Skills

- ❖ Languages (native English): fluent Italian, basic French, currently learning Swedish
- ❖ Excellent IT skills with knowledge of all Microsoft Office applications
- ❖ Online learning platform management
- ❖ Use of Clear Books accounting software
- ❖ Data entry and record keeping

Fox & Associates Consulting Ltd

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Company registered in England and Wales No. 6952954



Project History & Experience

2024 – 2025

Fox & Associates Consulting Limited / Sellafield Decommissioning Nuclear Waste Partnership (DNWP)

Sub-Project Manager

Erica was commissioned by Sellafield to support the mobilisation and transition of the Decommissioning Nuclear Waste Partnership (DNWP), a new £3.8bn - £4.6bn framework to replace the existing Decommissioning Delivery Partnership (DDP) which will cover the full suite of construction, demolition related works, associated technical services (including safety case and design) and waste management required to deliver decommissioning tasks and projects, again over a 15 year project.

- As Sub-Project Manager, Erica provides support to the Mobilisation and Transition Lead, Lead Project Manager and Project team.
- Erica's primary responsibility is the training workstream in the Mobilisation and Transition programme. She is tasked to work the Sellafield enterprise and current framework training partners to understand the requirements for a successful and speedy mobilisation and transition to business as usual.
- Other key activities delivered by Erica to date include coordination of the project initialisation readiness assessment; collating success criteria from all workstream leads; creation of high-level accommodation strategy; supporting DNWP make versus buy strategy.

2024 – 2024

Fox & Associates Consulting Limited / Sellafield Infrastructure Delivery Partnership

Sub-Project Manager

Erica was commissioned to support the IDP Project Management workstream for the planning, mobilisation and transition phases of the upcoming Sellafield Infrastructure Delivery Partnership (IDP), a new £3.4Bn framework to replace the existing Sellafield Infrastructure Strategic Alliance (ISA).

- Erica's role was to support the IDP Project Manager with programme planning, scheduling and co-ordination of all phases of the project, from pre-contract, mobilisation, transition through to business as usual.
- Focussing on setting up the IDP project for success, her main duties were to efficiently and effectively plan and manage the Mobilisation & Transition schedule (reviewing and monitoring workstream leads' key planning activities to ensure project progress while identifying any risks relating to schedule delay); produce key documentation for the project management workstream and deputies for the Project Manager when required. Ensuring the project team has a clear understanding of transition and operational support requirements and supporting stakeholder engagement and communications to maintain awareness of project activity.

IDP Mobilisation and Transition IT Digital Workstream

- Erica provided PMO support to develop and implement a digital strategy, operating model and roadmap for IDP that is aligned with Sellafield's and IDP's goals and requirements.



2023 - 2024

Ove Arup International / Sellafeld Infrastructure Strategic Alliance (ISA), Cumbria

Project Business Support

Erica worked alongside the Head of Business Operations to support various key activities for the Business Operations function with a focus on ISA exiting successfully. These included:

- Supported the Project Team for ISA Exit Strategy with the development and project management of the Exit and Transition Business Operations Forward plan; monitoring the workstream's actions, activities and tasks and supporting workstream leads.
- Supporting the successful deployment of the Safran Risk Manager Project, being responsible for the co-ordination of the project team and Board's actions and tasks and documenting and managing risks.
- Supported the development of Business Operations workstream KPIs.

2016 - 2023

Strengthening Practice, Social Care Training Company

Training & Business Support Manager

Erica was responsible for supporting the running of the business, overseeing management of the office and managing the training programmes.

Erica's key activity was responsibility for programme management of the training programmes, including scheduling and support for the training staff. She was involved in client management and liaison, ensuring efficient and high-quality customer service and contract management. She worked with clients to understand their training requirements and advise on the most appropriate solutions. To deliver successful projects she ensured the smooth handling of logistics and high standards in delivery.

To support business development, she was responsible for completing successful tenders, bids, proposals and costings for new business.

Erica's responsibility to support overall business management and operation, included company financials, insurance, policies and procedures. She maintained budgets for products and services, including planning, forecasting and assisting in the development of pricing models to ensure competitiveness. She supported personnel administration including recruitment, contracts and holiday/sick leave management.

2014 - 2017

Kirkgate Arts and Heritage

Development Project Assistant

Kirkgate Arts was looking to undergo a £3 million pound building re-development project and Erica was responsible for supporting the fundraising function and building development project.

For the fundraising element she was tasked to work with the Directors to develop and deliver the fundraising strategy and activities for the re-development campaign. This included creating, promoting and running local fundraising events; successfully developing different methods for donations including online crowdfunding campaigns and promotional videos; overseeing preparation and lodging of successful funding bids.

Erica's main responsibility for the Building and Business Development was to support the project team with the preparation of a wide range of project documentation, including the project plan and various project specification documents. One of her main tasks was to create a business plan for the proposed café.

Promotion and communication:

- Promoting fundraising campaigns and activities to engage stakeholders using various channels including social media platforms



2013 – 2014

CBA Conference Business Agency

Marketing and Events Co-ordinator

Erica was primarily responsible for the marketing and business development of this venue finding and event management business. She was responsible for business development with existing clients as well as developing new business leads through networking and marketing strategies.

2007 - 2013

Tuscan Holidays

Manager

Erica was responsible for the management and day-to-day running of this holiday villa rentals company, including sales and marketing and managing staff in the UK and Italy.

2007 - 2013

Erica had management responsibility for creating and implementing marketing strategies and designing and producing marketing material for the following companies who were all part of the same company that owned Tuscan Holidays.

2011 - 2013

Oxley's Spas (Ambleside & Keswick) and Heart of the Lakes

Marketing Manager

2007 - 2009

Organico, Organic Wine Company

Marketing Administrator

2007 - 2009

Langdale Walking and Adventure Holidays

Marketing Manager

As well as creating marketing material, she was also responsible for organising and creating walking holiday itineraries.

Career note

Previous professional experience includes fundraising, event management, marketing and sales, teaching English as a foreign language in Rome and translation work (Italian to English).

Erica has been involved in volunteer work including setting up a local primary school after club with responsibility for fundraising and staff management, and is currently involved in supporting fundraising activities at the local arts centre, Kirkgate Arts.



Employment Summary

10/16 to date	Fox & Associates Consulting Limited	Sub-Project Manager; Business & Training Support Manager
04/14 to 11/17	Kirkgate Arts	Development Project Assistant
03/13 to 08/14	Marketing & Events Co-ordinator	Conference Business Agency
10/07 to 03/13	Tuscan Holidays	Manager
05/11 to 03/13	Oxley's Spas, Heart of the Lakes	Marketing Manager
10/07 to 03/09	Langdale Walking Holidays	Marketing Manager
10/07 to 03/09	Organico	Marketing Administrator
01/00 to 10/07	Theatre by the Lake	Fundraising Assistant and Events Co-ordinator
04/99 to 12/99	Castlegate House	Gallery Assistant
92 to 98	Inlingua (BNL and Sony) and Freelance	TEFL Teacher and Translator
89 to 92	The Sloane Club	Marketing Assistant