



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s)

Melanie Jane Border

Address(es)

Black Hall Lodge, Avonwick, South Brent, Devon, England, TQ10 9ND

Telephone(s)

+44 (0)1803 207358

Mobile: +44 (0)7767 770452

Fax(es)

+44 (0)1803 207981

E-mail

m.border@englishrivierageopark.org.uk

Nationality

British

Date of birth

29.09.1967

Gender

Female

Desired employment / Occupational field

UNESCO Global Geopark Coordinator

Work experience

Dates

Since Sept 2007

Occupation or position held
Main activities and responsibilities

English Riviera UNESCO Global Geopark Coordinator

Co-ordination the English Riviera Global Geopark www.englishrivierageopark.org.uk - current
European Geoparks Network Coordination Committee - current
Member Global Geopark Network Executive Board – current
Member UNESCO Global Geopark Council (2016 – 2020)
Chair UK Committee for UNESCO Global Geoparks (2012-2017)
Member of the European Geopark Network Advisory Committee (2013 – 2016)

Name and address of employer
Type of business or sector

Torbay Council, Town Hall, Torquay, Devon, England, TQ1 3DR
Unitary Local Authority

Dates

From Sept 2005 to Aug 2007

Occupation or position held
Main activities and responsibilities

Geopark Project Officer/Education Ranger

Coordinate Global Geopark Application, work as member of Education team to plan organize and deliver wide reaching environmental education programme, manage the BayWalks voluntary scheme

Name and address of employer
Type of business or sector

Torbay Coast and Countryside Trust, 21 Old Mill Rd, Torquay, Devon, England, TQ2 6AU
Conservation Charity

Dates

From Sept 2002 to Aug 2005

Occupation or position held
Main activities and responsibilities

Woodland Community Liaison Officer

Reconnecting and engaging the local community, woodland site management, management and running of volunteer and education programme, interpretation

Name and address of employer
Type of business or sector

Torbay Coast and Countryside Trust, 21 Old Mill Rd, Torquay, Devon, England, TQ2 6AU
Conservation Charity

Dates

From Nov 2001 to Aug 2002

Occupation or position held

Communications Officer

Main activities and responsibilities	PR and marketing, general admin
Name and address of employer	Torbay Coast and Countryside Trust, 21 Old Mill Rd, Torquay, Devon, England, TQ2 6AU
Type of business or sector	Conservation Charity
Dates	From Feb 1996 to May 1990
Occupation or position held	Clerical Officer
Main activities and responsibilities	Reception duties and processing claims for state benefits
Name and address of employer	Department of Social Security, Torquay
Type of business or sector	Public sector

Education and training

Dates	Oct 2012
Title of qualification awarded	Prince 2
Principal subjects/occupational skills covered	Project Management
Level in national or international	Foundation
Name and type of organisation providing the education or training	APMG - International
Dates	Sept 2007
Title of qualification awarded	Intensive Course on Geoparks
Principal subjects/occupational skills covered	Geopark management, engagement and interpretation
Name and type of organisation providing education and training	European Geopark Network
Level in national or international classification	N/a
Dates	Feb 2000 to Oct 2001
Title of qualification awarded	Degree modules (studied as a mature student)
Principal subjects/occupational skills covered	Geology How the Earth Works Explaining the Emergence of Humans Discovering Science
Name and type of organisation providing education and training	Open University (distance learning)
Level in national or international classification	Degree level
Dates	Sept 1997 to June 1999 (studied as a mature student)
Title of qualification awarded	A Levels
Principal subjects/occupational skills covered	Geography Psychology
Name and type of organisation providing education and training	South Devon College
Dates	1979 to 1984
Title of qualification awarded	O Levels
Principal subjects/occupational skills covered	English Language, English Literature, Maths, Geography, History, French, Art
Name and type of organisation providing education and training	Torquay Girls Grammar School

Personal skills and competences

Mother tongue(s) **English**

Other language(s)

Self-assessment

European level (*)

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

- Excellent at developing and nurturing working relationships and partnerships at all levels and across all sectors through work as UNESCO Global Geopark Coordinator
- Good ability to adapt to multicultural environments through work with as Coordination Committee and Advisory Committee Member, European Geopark Network
- Good communication skills developed throughout roles with Torbay Coast and Countryside Trust
- Strong ability to treat people with respect and according to individual needs

Organisational skills and competences

- Good organisational skills in order to manage full administration of UK Global Geoparks Forum and the English Riviera Geopark Organisation, co-ordinate the implementation of the Geopark Management Plan and ensure retention of UNESCO Global Geopark status
- Experienced in the planning and delivery of high quality community involvement projects centred on environmental and intangible cultural heritage celebration and education
- Skilled in managing partnership working through ongoing maintenance of relationships local, regional, national and international

Computer skills and competences

- Good command of Microsoft Office™ (Word™, Excel™ and Powerpoint™) gained through ongoing work activities
- Website and social media management gained as part of Geopark Coordinator role

Artistic skills and competences

- Interpretation development (writing and visual design) through production of books, panels, leaflets
- Co author of two books "The Official Guide to the English Riviera Global Geopark" and "Walks along the South West Coast Path, Exmouth to Dartmouth"

Other skills and competences

- Hobbies include: walking, running, gardening, reading, enjoying a wide range of art, music and culture.

Driving licence

Driving Licence held (B,BE,C1,C1E,D1,D1E, fklnp)

Additional information

Successfully managed the home and the upbringing of two children as a single-parent since divorce in 1994. Both children graduated in 2014 and achieved First Class Honours degrees.

References supplied on request from:

Nick Powe, Chairman English Riviera Global Geopark

Fran Hughes, Asst. Director, Community and Customer Services, Torbay Council