

ANITA JONES (M.Phil)

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Date of Birth 02/04/1962

Nationality British

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EDUCATION

2004-2005 ILM Certificate in First-Line Management, City College, Manchester.

- Modules on – Managing Resources (budgeting, cost/benefit analysis), Communication, Developing People, Managing Information, Managing Change, Managing Self, Managing People, Managing Activities, Management Skills & Competency and Understanding Organisations.

2002-2004 University of Manchester, M. Phil Social Anthropology.

‘Maintaining Embodied Distinctions: Conceptions of Physical Force in Construction of Personhood in Contemporary Britain’

My thesis examines how ideas about race, gender and class shape popular discourse, law and policy in relation to violent behaviour in contemporary Britain. It looks at how differences between persons are constituted on the basis of their embodied ‘humanity’ and/or what makes somebody a full person in the legal sense through exploring how Law/ legal forms (as discourse, social system, a distinct modality of imagination) construct certain kinds of persons in relation to the application of physical force.

- Innovated, project managed and carried out two part-time years of independent anthropological and legal research through library/ Internet and archival sources.
- Organized, critiqued and analysed laws/ legal documents, medical, social scientific literature and statistical and numerical data.
- Innovated and wrote 75,000 word thesis
- Undertook extensive literature reviews.
- Developed, arranged, conducted and analysed all research data.

1999-2000 M.Phil/Ph.D, University Of Manchester.

Successfully completed first year transition from M.Phil. to Ph.D. Proposal – ‘Moving Beyond the ‘Other’: Empowerment, Agency and Space in a Women’s Prison, Sudan’. Intended research was to look at the interrelations between the performance of gender and spatial organization within institutions and to analyze the connections between the wider social and political networks in which both the prisoners and the prison were embedded. *[After some compelling advice from a contact I came to the decision that it was in my best interest not to pursue this line of research and as a consequence my Ph.D. I can discuss this further in person].*

1995-1997 University of Manchester, M.A (Econ) Social Anthropology (1998)

My dissertation examined the spatial characteristics of gendered and sexual relations and those of gendered and sexual identities in Manchester’s Gay Village.

- Innovated, project managed and carried out one year’s independent research in the Village using qualitative and quantitative methodologies (participant observation/ structured, semi-structured and informal interviews). Developed, arranged, conducted, transcribed and analysed all research data. Presented findings to colleagues and was an invited speaker about research findings at other seminars.

1992-1995 B.A. (Hons) (2.1) English Literature, University of North London (1995).

- Course covered theoretical modules on – Semiotics/ Post-Structuralism, Structuralism/ Psychoanalysis/ Deconstruction/ Representation/ Various approaches to feminist thought.

Research Interests

Regional specialisation in Britain, fieldwork in North West England. Topical interests include legal anthropology, urban anthropology, personhood and identity, gender and sexuality, race and racism, social class and changing ideas about place and space. The parallel evolution of state and non-state law and custom, *lex terrae*, in relation to the ways these two disparate forms of law constitute persons and bodies in diverse ways. What connects all of these together is an interest in concepts of the person (within historically changing political, economic and cultural conditions) and issues surrounding social inclusion/ exclusion.

RESEARCH/ TEACHING WORK EXPERIENCE

Sept. 2006 - Present Self-Employed Education Consultant and English Teacher (Classroom and Internet based), Agrinio, Greece

- Preparing Greek students for studying at undergraduate and post-graduate level in British Universities.
- Teaching all aspects of English to all levels of competency (beginners-proficiency)

Jan. 2005 – August 2005 Consultant Social Scientific Researcher, C-SAP, University of Birmingham.

Carried out all qualitative and quantitative research into the role e-learning plays in teaching and learning processes.

- Developed research tools.
- Data analysis.
- Organized and time managed all aspects of project.
- Produced a 50 page report and wrote a paper for a national e-learning conference.

Sept. 2003 – Jan. 2004 Associate Lecturer on three courses, two 1st and a 3rd year. Department of Anthropology, University of Manchester.

- Seminar teaching (six hours/ week with 140 students).
- Facilitating and leading group discussions, coordinating between students and lecturer.
- Internal examination responsibilities, marking, grading of assessments.
- Week-week administrative duties.
- Compiling reports on the attendance and work of students.

Sept. 2002 - June 2003 Lecturer of Sociology and Social Science: Department of Social Sciences, MANCAT, City Centre Campus, Manchester.

- Developed course design, delivered lectures, set/ marked/ graded assessments.
- Partook in monthly assessment meetings.
- Used motivational, presentation, listening, communication and analytical skills.
- Facilitated and led group discussions.
- Worked as part of a team, with students and colleagues, and independently.

Sept. 2001 -Aug 2002 Research Associate: Department of Applied Social Science, University of Manchester.

Conducted qualitative research into domestic violence, working with twenty male 'offenders'.

- Organized and time managed all aspects of project in relation to 'informants'.
- Negotiated with probation service and voluntary sector to gain access to 'informants'.
- Contributed to a European Conference paper, End-of-Award Report and book chapter.

Feb. 2001 – July 2001 Independent Researcher with links to The Chorlton Workshop and Ahmed Iqbal Ullah Race Relations Archive, Manchester.

Carried out research into space and place making with nine first/ second generation immigrants living in Manchester.

- Innovated, project managed all aspects of project.
- Presented project as a seminar to 'Chorlton Workshop', Manchester.
- Organized and time managed all aspects of project.

Feb 2000 – June 2000 Teaching Assistant on 2nd year course, Political and Economic Anthropology, Dept. of Social Anthropology, University of Manchester.

- Responsible for marking of assessments, facilitating and leading group discussions, coordinating between students and lecturer, week-week administrative duties, creating a conducive atmosphere in which to learn. Compiled reports on the attendance and work of students.

1997– 1999 Voluntary Basic Skills Teacher. NEARIS, Swan Street, Manchester.

- Taught literacy and numeracy to 'ex-offenders' on a one-one basis.
- Created/ developed an environment in which socially excluded people could learn.

Jan-Dec 1997 Teaching Assistant Dept. Social Anthropology, University of Manchester.

- Responsible for marking of assessments, facilitating and leading group discussions, co-ordinating between students and lecturer, week-week administrative duties
- Communication and time management skills

Publications, Conference Papers and Reports

- **2005** – 'The Role of E-Learning in Teaching and Learning Process within FE Colleges in the Midlands, England'. Delivered to C-SAP, the University of Birmingham.
- **2005** - 'Still Some Way To Go: The Role E-Learning Plays in Teaching and Learning Processes within FE colleges in the Midlands, England'. Paper delivered to the conference 'C-SAP E-Learning International Forum', the University of Birmingham.
- **2002** - 'Interviewing in Your Community'. Paper delivered to the conference 'Collecting Memories For The Future' in association with Ahmed Iqbal Ullah Race Relations Archive and The Manchester Museum.

Awards and Academic Achievements

- Full-time student and full-time employee for my first degree. This required strong commitment, time management, resourcefulness, working under continuous pressure, management of multiple tasks simultaneously, adherence to deadlines and determination to succeed.
- Scholarship and Hardship Fund awarded by the University of Manchester, 1999 & 1995.

WORK EXPERIENCE

2018 - Present 'Five Act' Social Co-operative Enterprise

Academic coaching and educational services in English catering to University students (high standard teaching at all levels of English, preparing students for UK universities and advising on their selection). Professional editing and proofreading service (dissertations, theses, academic texts, book chapters etc.).

June 2006 – Present Proof Reader and Editor, Self-Employed

Proof reading and editing of academic articles, dissertations, book chapters, thesis and papers within the field of the social sciences.

Proof reading of academic articles, book chapters, thesis and papers which fall outside of social sciences.

Jan. 2005 – May 2006 Education Advice and Guidance Worker, HMP Manchester, Manchester.

- Educational advice and guidance to prisoners, planning their educational program.
- Give educational seminars to prisoners.
- Design and implement the first induction to education program for prisoners.
- Carry out educational assessments with new arrivals to prison.
- Ensure that up to date advice and guidance information on prison education allowances and welfare benefits are available to students.
- Maintain a comprehensive information system on educational training and occupational opportunities and disseminate information to students and external agencies.
- Monitoring and evaluation of guidance provision, including the production of written reports.
- Carryout assessment reports of life sentenced prisoners, one-one informal interviews.
- Constant use of negotiation and communication skills together with working under pressure, to deadlines and carrying out multiple tasks.
- Deal daily with an eclectic mix of people who are often suffering from personal crises, distress/ frustration & anger and who are exceptionally vulnerable.
- Outreach work with external advisory agencies, prison staff and external agency staff to facilitate effective educational progression for the men, in and out of prison.
- Promote equality of opportunity.

Sept. 2004 – Dec. 2005 Volunteer, Manchester Refugee Support Network (MRSN).

- Helping refugee community groups to produce funding bids through discussion groups, internet/ archival research and report writing.

Sept 2000 – Dec. 2000 Waitress and Office Administrator, Spirit, Manchester.

- Responsible for computerised payroll.
- Mediated between staff, management and the brewery.
- Word-processing, faxing, filing and note taking.
- Worked under pressure, met daily deadlines and carried out multiple tasks.
- Worked closely with colleagues and often independently.

Aug 1998 – July 1999 Bookseller, Books Etc., Manchester.

- Managed five sections in shop. Responsible for buying/ ordering/ marketing/ stock control/ computerised stock reports and new title subbing.
- Customer service supervisor: computerised order processing, customer liaison and staff/ customer problem solving.

- Carried out multiple tasks simultaneously both as a team member and independently.

1991 – 1995 Sales Manager, Kings Cross Supplies, London.

- Managed a sales team of six staff. Responsible for recruiting, staff appraisal, training, supervising and motivating staff. Strong teamwork, communication and organisational skills were needed on a daily basis.
- Project management: planning, and mediating between staff/ and sales director.
- Achieved a strong ability to work under pressure, meet daily deadlines and carry out multiple tasks simultaneously.
- Created an environment in which to disseminate organisational aims to my co-workers so that the aims of the organisation were met.
- Managed the relationships and negotiated contracts with suppliers and clients.

1984 – 1991 Field and Telephone Sales Person in Publishing Companies, London.

- Being able to communicate effectively with a variety of people very quickly.
- Worked on a commission only which required being able to work under pressure, prioritize workload, time-manage, self-motivate, take initiative, meet tight deadlines and work irregular hours.

RELEVANT SKILLS

IT Skills: MS Office, extensive use of Internet for research and teaching purposes.

Languages: Fluent in English and Greek.

FURTHER TRAINING/ CAREER DEVELOPMENT

May 2005	Project Management, City College, Manchester.
April 2005	Race & Disability Act, City College, Manchester.
March 2005	Diversity Awareness, HMP Manchester.
Feb. 2005	Life Sentence Planning, HMP Manchester.
Feb. 2005	Suicide Awareness, HMP Manchester.
Jan. 2005	Certificate in Quantitative Methods (IQM), University of Manchester. Three-day intensive course on Data Analysis and Surveys and Sampling.
2004	SPSS, University Of Manchester.
2004	Fundraising for Voluntary Groups, VAM, Manchester.
2004	Asylum and Immigration Act 2004, Refugee Action, Manchester.
2002	Refugee and Asylum Induction Training, Refugee Action, Manchester.
1999-2000	Research Issues I & II, University of Manchester.
1995	Graduate Teaching Assistant Course, University of Manchester.