

BUSINESS DONCASTER TEAM ROLES & RESPONSIBILITIES

INVESTMENT TEAM

ALEX DOCHERY Investment Team Manager

Alex is the manager of the Business Doncaster Investment team. The team is responsible for attracting inward investment to Doncaster, supporting indigenous business growth and promoting Doncaster as the best place to do business. Day-to-day duties include:

- Strategic planning within the city to support investment and growth
- Handling enquiries such as property searches and business support
- Day to day working with businesses to support growth through Key Account Management
- Stakeholder management engagement

Joined Doncaster Council 2022 | Business Doncaster alex.dochery@doncaster.gov.uk

SHARON FINCH HR Key Account and Growth Manager

Sharon's main focus is to offer HR support and expertise for SMEs and business growth. Day-to-day duties include:

- Formulating strategic and practical plans to support HR in business
- Identify new opportunities that align with the business's strategic goals
- Support growth using diagnostic, design and innovative approaches
- Attract new investment and help create employment opportunities for Doncaster
- Build effective networks and link businesses with key partner organisations

Joined Doncaster Council 2009 | Business Doncaster sharon.finch@doncaster.gov.uk

IAN GUY Business Engagement Officer

Ian engages with inward investors and indigenous businesses with a range of enquiry types. Day-to-day duties include:

- Handling property enquiries
- Engaging with property agents and developers regarding the commercial property market
- Assisting in the ongoing management and updates of the property database
- Supporting and encouraging businesses to "Buy Local" through Meet the Buyer events
- Organising the Doncaster Property Forum and Doncaster Construction Sector Forum
- Assisting with new business opportunities

Joined Doncaster Council in 1984 | Business Doncaster ian.guy@doncaster.gov.uk

SUE HARRISON Senior Key Account & Business Growth Manager

Sue's role is to support the Investment team with existing and new business activity across the city. Day-to-day duties include:

- Leading the delivery of the key account management programme
- Delivery of external funded programmes such as productivity and low carbon
- Supporting the delivery of Business Doncaster events specifically the Finance Forum
- Attract new investment and help create jobs for Doncaster residents through operational delivery

Joined Doncaster Council in 1999 | Business Doncaster sue.harrison@doncaster.gov.uk

VICKY HAZLETT Investment Officer Retail & Leisure

Vicky supports the growth of Retail and Leisure within Doncaster through engagement with businesses whilst focusing on attracting Inward Investment to the city. Day-to-day duties include:

- Driving Retail and Leisure growth and attracting inward investment
- Support the creation of employment opportunities
- Key account management for the Retail and Leisure sector
- Assisting with new business opportunities

Joined Doncaster Council in 1998 | Business Doncaster vicky.hazlett@doncaster.gov.uk

SARAH MARSHALL DUNGWORTH Investment & Property Officer

Sarah supports businesses and individuals to find their ideal commercial business premises across the city. Day-to-day duties include:

- Handling enquiries made via the Property Search facility on the Business Doncaster website
- Assisting in the ongoing management and updates of the property database
- Leading on the Customer Relationship Management system for the team
- Monitor team performance and KPIs

Joined Doncaster Council in 1992 | Business Doncaster sarah.dungworth@doncaster.gov.uk

VICTORIA POPPLETON Sector Growth & Investment Team Leader

Victoria leads the Investment team in attracting inward investment into Doncaster. Day-to-day duties include:

- Supporting inward investment and business growth
- Working with local businesses to support growth and supply chain opportunities
- Key Account management
- Stakeholder management engagement

Joined Doncaster Council in 2021 | Business Doncaster victoria.poppleton@doncaster.gov.uk

KAT REGULA Technical Assistant

Kat contributes to the Business Doncaster team by providing administrative, technical and monitoring support to ensure compliance with corporate policies and procedures. Day-to-day duties include:

- Organising meetings, preparing agendas, taking and circulating minutes and undertaking any follow up actions as required
- Ordering, processing, and raising invoices
- Maintaining records, undertaking research, producing ad hoc and monthly reports
- Preparing claims for external funding programmes
- Event support including on the day meet and greet

Joined Doncaster Council in 2023 | Business Doncaster kat.regula@doncaster.gov.uk

ANDREW ROWLEY Key Account and Business Growth Officer

Andrew's main focus is to offer support and expertise to SME's and larger businesses looking to grow or relocate to the area. Day-to-day duties include:

- Assisting businesses to develop and implement strategic plans to enable their growth
- Developing lasting relationships with Doncaster businesses to better understand their challenges and identify help them with their strategic goals
- Support Business Doncaster deliver events on a series of business-critical topics
- Attract new investment and help create employment opportunities for the area
- Build a network that links businesses with local, regional and national partners in the public and private sector

Joined Doncaster Council in 2024 | Business Doncaster andrew.rowley@doncaster.gov.uk

JOSH WILKINSON Sector Growth Officer Manufacturing

Josh supports the growth of manufacturing and engineering within Doncaster through engagement with indigenous businesses, whilst also focusing on attracting inward investment to the City. Day-to-day duties include:

- Driving sector growth and attracting inward investment
- Key account management for the manufacturing and engineering sector
- Handling sector related property enquiries
- Provide advice on funding and grants

Joined Doncaster Council in 2024 | Business Doncaster josh.wilkinson@doncaster.gov.uk

GEMMA WHITE Sector Growth Officer: Creative, Digital & Tech

Gemma supports the growth of the creative, digital and tech sectors within Doncaster, supporting inward investment and driving opportunities for indigenous businesses to develop and grow. Day-to-day duties include:

- Driving creative, digital and tech business growth and attracting inward investment
- Key Account Management for creative, digital and tech companies
- Provide advice on funding and opportunities

Joined Doncaster Council in 2024 | Business Doncaster gemma.white@doncaster.gov.uk

DESTINATION TEAM

DEBBIE CIANDELLA Tourist Information Centre Assistant

Debbie works as part of the Visit Doncaster team providing support in the Tourist Information Centre. Day-to-day duties include:

- Assisting residents and visitors with enquiries about Doncaster, Yorkshire and beyond
- Provide an agency booking service for coach companies, First Bus and The Little Theatre
- Sell local produce, gifts and souvenirs
- Provide reception services for the Mansion House

Joined Doncaster Council in 2019 | Visit Doncaster debbie.ciandella@doncaster.gov.uk

STEWART CRAVEN Investment Marketing and Web Officer

Stewart is instrumental in promoting Doncaster as 'the' place to invest, work, live and do business across digital channels. Promoting Doncaster as the place to locate your business, informing the business community of relevant activity and updates in order to increase economic growth and ensure business continuity. Day-to-day duties include:

- Managing social media and digital marketing activities across Business Doncaster platforms
- Support proactive communications promoting business, key developments and sectors
- Support the delivery of the annual Doncaster Business Showcase
- Design, produce and create online communications for promotion to target audiences

Joined Doncaster Council in 2022 | Business Doncaster stewart.craven@doncaster.gov.uk

HEATHER HAMILTON Destination and Investment Marketing Officer

Heather leads the business marketing team and is instrumental in promoting Doncaster as 'the' place to invest, work, live and do business. Heather identifies ways to attract new investment, ensure business continuity by supporting local business and contributing to economic growth. Day-to-day duties include:

- Managing proactive PR and Media Relations promoting all local and regional business announcements
- Delivery of the annual Doncaster Business Showcase
- Support and advice on all elements of marketing across Business Doncaster platforms
- Write, design and produce marketing literature for promotion to target audiences

Joined Doncaster Council in 2008 | Business Doncaster heather.hamilton@doncaster.gov.uk

JENNIE HARRIS Tourist Information Centre Assistant

Jennie works as part of the Visit Doncaster team providing support in the Tourist Information Centre. Day-to-day duties include:

- Assisting residents and visitors with enquiries about Doncaster, Yorkshire and beyond
- Provide an agency booking service for coach companies, First Bus and The Little Theatre
- Promote and sell local produce, gifts and souvenirs
- Provide reception services for the Mansion House

Joined Doncaster Council in 2018 | Visit Doncaster jennifer.harris@doncaster.gov.uk

KATY LEWIN Tourist Information Centre Supervisor

Katy works as part of the Visit Doncaster team providing support in the Tourist Information Centre. Day-to-day duties include:

- Assisting residents and visitors with enquiries about Doncaster, Yorkshire and beyond
- Provide an agency booking service for coach companies, First Bus and The Little Theatre
- Sell local produce, gifts and souvenirs
- Provide reception services for the Mansion House

Joined Doncaster Council in 2003 | Visit Doncaster katy.lewin@doncaster.gov.uk

ANDY MCATEER Destination Marketing Officer

Andy leads on the promotion and marketing of Doncaster through effective web & media strategies with the objective to increase visits and overnight stays. Andy's key responsibilities include:

- The production of the annual Doncaster visitor guide
- Contribute to the delivery of the Place marketing strategy by presenting Doncaster as a great place to visit
- Support in the promotion of events & tourism related activities.
- Utilise data and market intelligence to inform marketing strategies that increase impact.

Joined Doncaster Council in 2023 | Visit Doncaster andy.mcateer@doncaster.gov.uk

ANDREW MCMAHON Economic Centres Project Manager

Andrew is a Project Manager specialising in place branding and destination transition. Day-to-day duties include:

- Developing places that are fit for everyone
- Encouraging collaboration
- Reducing legal and reputational risk
- Breaking down red tape

Joined Doncaster Council in 2006 | Business & Visit Doncaster andrew.mcmahon@doncaster.gov.uk

KATRINA MANSON Tourist Information Centre Supervisor

Katrina works as part of the Visit Doncaster team providing support in the Tourist Information Centre. Day-to-day duties include:

- Assisting residents and visitors with enquiries about Doncaster, Yorkshire and beyond
- Provide and agency booking service for coach companies, First Bus and The Little Theatre
- Sell local produce, gifts and souvenirs
- Provide reception services for the Mansion House

Joined Doncaster Council 2003 | Visit Doncaster katrina.manson@doncaster.gov.uk

MADISON PLUMB Social Media and Web Assistant

Madi works to encourage locals and visitors to spend quality time in the City of Doncaster. Day-to-day duties include:

- Research, plan and schedule social media content
- Showcase, document and promote activities and events taking place in Doncaster
- Manage and curate digital content of places to visit, eat and stay
- Support in the planning, preparation and delivery of major marketing campaigns and events

Joined Doncaster Council in 2021 | Visit Doncaster madi.plumb@doncaster.gov.uk

LORNA REEVE Destination Manager

Lorna oversees the marketing and promotion of the City of Doncaster as a fantastic place to invest, live and spend quality time. Day-to-day duties include:

- Managing the Destination marketing team, which includes investment, tourism and economic activity
- Strategic Tourism Sector lead across South Yorkshire and beyond
- Leading key marketing campaigns to raise Doncaster's profile
- Promote major events and activities across the city

Joined Doncaster Council 2021 | Business & Visit Doncaster lorna.reeve@doncaster.gov.uk

OLIVIA SPEIGHT Creative Content Designer

Olivia provides in-house graphic design support for all areas of marketing across Business and Visit Doncaster. Day-to-day duties include:

- Visual design of brochures, exhibition literature and advertising collateral
- Creating artwork for digital and print
- Maintaining brand consistency
- Producing eye-catching and engaging campaign artwork for web and social media
- Contribute to the Marketing and Delivery Plan for Business Doncaster

Joined Doncaster Council 2023 | Business & Visit Doncaster olivia.speight@doncaster.gov.uk

EMPLOYMENT AND ENTERPRISE TEAM

CRAIG ATKIN Business Start Up Manager

Craig is responsible for delivering the Doncaster Launchpad programme that providing advice and support to help new entrepreneurs start up and grow a successful business. Day-to-day duties include:

- 1-2-1 advice and support to new entrepreneurs and microbusinesses in the city
- Arrange workshops and events to promote enterprise and support for new businesses
- Manage relationships with Doncaster Chamber
- Responsible for the delivery of outputs/targets for Launchpad
- Delivery of grant schemes for new and existing businesses

Joined Doncaster Council 2023 | Launchpad craig.atkin@doncaster.gov.uk

GARY BROCKLESBY Business Start Up Advisor

Gary works on the Doncaster Launchpad programme and is passionate about providing comprehensive business support to new and existing businesses within Doncaster. With nearly 20 years working for blue chip companies and business ownership he wants to use these skills to help local businesses thrive. Day to day activities include:

- Help with supporting individuals and businesses
- Supporting businesses from pre-start to growth
- 1-2-1 support delivering a variety of business workshops covering a variety of topics
- Support with funding opportunities
- Delivery of the grant programmes

Joined Doncaster Council 2023 | Launchpad gary.brocklesby@doncaster.gov.uk

ALICIA DOHERTY Employment Manager

Alicia works with young Macclesborough residents to provide employment support, information, advice and guidance. Day-to-day duties include:

- Supporting individuals through various projects into or towards a career they are passionate about
- Signposting to educational partners for the required qualifications to encourage continuous personal development
- Help young people develop the required life/employment skills to gain and sustain employment
- Create partnership with employers, educational providers and support groups

Joined Doncaster Council 2016 | Advance Employment Hub Doncaster alicia.doherty@doncaster.gov.uk

SANDRA EDWARDS Employment & Enterprise Manager

Sandra is the Employment & Enterprise Manager and is the strategic lead for developing and delivering a range of activities and programmes to meet corporate and directorate objectives. Day-to-day duties include:

- Overseeing the Advance Doncaster, Launchpad and Youth Hub Teams
- Creating, developing and maximising future employment and enterprise opportunities within the borough
- Strategic development of stakeholder and partner relationships

Joined Doncaster Council 2021 | Business Doncaster sandra.edwards@doncaster.gov.uk

MAX FAGELMAN Programme Officer (ESF)

Max works on the Advance Doncaster programme and supports with developing the programme, serving as a point of contact for delivery partners. Day to day duties include:

- Supporting the programme manager on the employment service partnership programme
- Create training aids designed for delivery partners, educating on the systems required
- Work strategically with internal and external partners to create effective and sustainable relationships and deliver interventions for the programme

Joined Doncaster Council in 2021 | Advance Employment Hub Doncaster max.fagelman@doncaster.gov.uk

DANIELLE FIRTH Employment Advisor

Danielle works as part of the Advance Doncaster team focusing on in-work progression including upskilling, training brokerage and information advice and guidance. Day-to-day duties include:

- 1-2-1 training support for individuals and businesses
- Assessing client's needs and providing tailored solutions to suit
- Caseload management of the programme
- Building cohesive support packages dependant on needs and requirements

Joined Doncaster Council in 2021 | Advance Employment Hub Doncaster danielle.firth@doncaster.gov.uk

SOMER FISHER Technical Assistant

Somer works as part of the Advance Doncaster team. Day-to-day duties include:

- Creating reports on the system to support colleagues and participants on the programme
- Assist with procurement and invoicing
- Keep records and filling up to date

Joined Doncaster Council in 2024 | Advance Employment Hub Doncaster somer.fisher@doncaster.gov.uk

RACHEL GARBUTT Employment Manager

Rachel works with Doncaster residents and provide employment support, information advice and guidance. Day-to-day duties include:

- Working closely with DWP. To get people ready for employment or training
- Signposting to educational partners for the required qualification to encourage continuous personal development
- Helping young people gain skills for life and continuous employment. Including employment and education events.
- Building networks with employers and educational providers

Joined Doncaster Council in 2024 | Advance Employment Hub Doncaster Rachel.Garbutt@doncaster.gov.uk

SARAH HIRD-SAPEY Ambitions Coach/Employment Advisor

Sarah works with Doncaster residents and provides employment, information advice and guidance. Day to day duties include:

- Providing Doncaster residents with one-to-one employability support. Helping people develop the required employment skills to gain and sustain employment
- Signposting to educational partners for required qualifications, encouraging continuous personal learning and development
- Working in partnership with employers, educational and training providers, and community support groups

Joined Doncaster Council in 2015 | Advance Employment Hub Doncaster sarah.hird-sapey@doncaster.gov.uk

MICHELE HOPE Employment Manager

Michele works with businesses and individuals to provide employment support, information, advice and guidance. Day-to-day duties include:

- Supporting businesses with recruitment and upskilling of staff
- Creating bespoke skills analysis for businesses to increase productivity
- Working in partnership as rapid response to redundancy – supporting both the business and employees
- Broker training and development to upskill Doncaster residents, including apprenticeships
- Support individuals in career progression and upskilling

Joined Doncaster Council in 2021 | Advance Employment Hub Doncaster michele.hope@doncaster.gov.uk

RYAN JOHNSON Senior Employment Manager

Ryan leads the Doncaster Employment Hub, driving innovation and responding to new investment enquiries from an employment and skills perspective. Day-to-day duties include:

- Provides effective leadership and management of Section 106 investment obligations
- Package workforce development, employment and skills support for existing and inward investors and employers
- Identify skill shortages, gaps and opportunities and propose training and development solutions.
- Work with key stakeholders designing interventions for people to advance 'into employment'
- Work strategically with partners, employers and developers to enable effective talent attraction

Joined Doncaster Council in 2021 | Advance Doncaster ryan.johnson@doncaster.gov.uk

LYNDSAY LIGHTFOOT Employment Manager

Lynsday works with young residents and provide employment support, information advice and guidance. Day-to-day duties include:

- Supporting individuals through various projects into or towards a future career they are passionate about
- Signpost to educational partners for the required qualifications to encourage continuous personal learning and development
- Help people develop the required life/employment skills to gain and sustain employment
- Create partnerships with various employers, educational providers and support groups

Joined Doncaster Council in 2015 | Advance Employment Hub Doncaster lindsay.lightfoot@doncaster.gov.uk

BARBARA MALONE Ambitions Coach/Employment Advisor

Barbara works with Doncaster residents and provides employment, information advice and guidance. Day to day duties include:

- Providing Doncaster residents with one-to-one employability support. Helping people develop the required employment skills to gain and sustain employment
- Signposting to educational partners for required qualifications, encouraging continuous personal learning and development
- Working in partnership with employers, educational and training providers, and community support groups

Joined Doncaster Council in 2023 | Advance Employment Hub Doncaster barbara.malone@doncaster.gov.uk

CAT MATTHEWS Programme Manager

Cat oversees the Advance Doncaster programme and provides strategic support for ongoing programme development. Day-to-day duties include:

- Leads the programme management of the Employment Service Partnership for Advance
- Designs performance management frameworks across all Advance partner delivery teams
- Manages project related marketing and publicity for the programme
- Works strategically with internal and external partners to ensure effective and sustainable relationships and interventions

Joined Doncaster Council in 2021 | Advance Employment Hub Doncaster cattherine.matthews@doncaster.gov.uk

GILLIAN PICKARD Business Start Up Advisor

Gillian works on the Doncaster Launchpad programme providing business support. She has 30 years' experience working with pre-start, start-ups & existing businesses in the South Yorkshire area. Day to day activities include:

- 1-2-1 support to individuals looking to either start a business or grow an existing one
- Work closely with clients to signpost them to other areas of support available
- Assist clients that need funding to get them 'finance ready'
- Delivery of grant programmes

Joined Doncaster Council in 2021 | Launchpad gillian.pickard@doncaster.gov.uk

TRACY POPE Employment Manager

Tracy works with businesses and individuals in Doncaster to provide employment support, information, advice and guidance. Day-to-day duties include:

- Supporting businesses with recruitment and upskilling of staff
- Creating bespoke skills analysis for businesses to increase productivity
- Working in partnership as rapid response to redundancy – supporting both the business and employees
- Broker training and development to upskill Doncaster residents, including apprenticeships
- Support individuals in career progression and upskilling

Joined Doncaster Council in 2002 | Advance Employment Hub Doncaster tracy.pope@doncaster.gov.uk

DEBORAH RICHARDSON Business Start Up Advisor

Debbie works on the Doncaster Launchpad programme and has over 15 years' experience working with prestart and existing businesses within Doncaster. Day-to-day duties include:

- Help with supporting individuals and businesses
- Supporting businesses from pre-start to growth
- 1-2-1 help and support delivering a variety of business workshops covering a variety of topics
- Support with funding opportunities
- Delivery of grant programmes
- Working in partnership with employers, educational and training providers, and community support groups

Joined Doncaster Council in 2020 | Advance Doncaster debbie.richardson@doncaster.gov.uk

JAMES SMITH Ambitions Coach/Employment Advisor

James works with Doncaster residents and provides employment, information advice and guidance. Day to day duties include:

- Providing Doncaster residents with one-to-one employability support. Helping people develop the required employment skills to gain and sustain employment
- Signposting to educational partners for required qualifications, encouraging continuous personal learning and development
- Help people develop the required life/employment skills to gain and sustain employment
- Create partnerships with employers, educational providers and support groups

Joined Doncaster Council 2021 | Advance Doncaster james.smith@doncaster.gov.uk

PAUL TABERNER Employment Manager

Paul works with young Doncaster residents to provide employment support, information, advice and guidance. Day-to-day duties include:

- Supporting individuals through various projects into or towards a career they are passionate about
- Signposting to educational partners for the required qualifications to encourage continuous personal development
- Help people develop the required life/employment skills to gain and sustain employment
- Create partnerships with employers, educational providers and support groups

Joined Doncaster Council 2021 | Advance Doncaster paul.taberner@doncaster.gov.uk

LAURA WALTERS Ambitions Coach

Laura provides employment information, support, and guidance. Day-to-day duties include:

- Provides one-to-one employability support to Doncaster skills to gain and sustain employment
- Signposting Doncaster residents to educational partners for required qualifications, encouraging continuous personal learning and development
- Work in partnership with local employers, educational and training providers, and community support groups

Joined Doncaster Council 2024 | Advance Employment Hub Doncaster laura.walters@doncaster.gov.uk

SARA WILDEY Employment Advisor

Sara works with 16-24 year old residents (Youth-Hub) of Doncaster and the surroundings area, supporting individuals through their career requirements/training. Day-to-day duties include:

- Signposting to educational partners for the required qualifications to encourage continuous personal development and growth
- To assist young people, develop the required life and employment skills to gain and sustain employment
- Create long standing partnerships with employers, educational support groups
- Assist and manage local event days and support other organised events around the geographical area

Joined Doncaster Council 2024 | Advance Employment Hub Doncaster sara.wildey@doncaster.gov.uk

JO WILLIAMS Employment Manager

Jo works with businesses and individuals in Doncaster to provide employment support, information advice and guidance. Day-to-day duties include:

- Supporting businesses with recruitment and upskilling of staff
- Creating bespoke skills analysis for businesses to increase productivity
- Working in partnership as rapid response to redundancy – supporting both the business and employees
- Broker training and development to upskill Doncaster residents, including apprenticeships
- Support individuals in career progression and upskilling

Joined Doncaster Council in 2021 | Advance Employment Hub Doncaster jo.williams@doncaster.gov.uk