

**Christopher McKenna**  
**Shenstone, Lower North Street, Cheddar, Somerset, BS27 3HH**  
**01934 742 395 – 07813 944 668 – [cmckenna@sucs.org](mailto:cmckenna@sucs.org)**

**Oct 2006 – Dec 2008**

During this period I have travelled to Europe and extensively within in Great Britain, visiting a wide variety of places of historical and cultural significance. I have used this travel to develop my photographic skills and have sold images to organisations including the Institute of Civil Engineers, Caerphilly County Borough Council and individual authors. I have also been contracted to take photographs of corporate events by a small company.

I have engaged in voluntary work providing computer technical support, as a proofreader for several online authors, as a moderator on a musician's internet forum and as a superuser on a busy interactive discussion forum. I am a senior member of a large, well respected London Underground forum, where I have provided assistance to many people looking for information and advice about public transport in London.

During 2008 I was an active member of the local archaeology group for the west Essex and north-east London area, taking part in several archaeological excavations and carrying out many geophysical surveys.

**EMPLOYMENT HISTORY**

**Rural Development Advisor**  
Feb 2005 – Oct 2006

**Department for Environment Food  
and Rural Affairs (Defra)**

As part of Defra, the Rural Development Service was responsible for the creation and management of schemes to maximise the environmental benefit from farmed land in England. Rural Development Advisors were responsible for end-to-end processing of scheme agreements between Defra, farmers, land owners and other land managers.

- Administrative checking of new applications and requested amendments.
- Planning and undertaking extensive fieldwork to produce and check farm environmental plans.
- Administrative input into high-level computer system to produce new or amended scheme documentation including maps. Checking of maps and documents produced to ensure accuracy.
- Processing of claim agreements for existing agreement holders, ensuring the accuracy of the claim.

I took on additional responsibilities which included production of maps of the team area to facilitate allocation of work and contact with potential agreement holder. Production of maps showing joint character areas, rural designations and other statutory datasets which were utilised as references for the whole team.

Through my employment with Defra I was technical support for the national electronic buddy system utilised by the lone workers within Defra. This responsibility included maintenance of the dedicated computer, regular testing of the system, and ensuring buddy cover was maintained. I liaised with and liaison with the Regional Health and Safety Officer regarding the continuing fitness for purpose of the existing system. On a recommendation from the National Health and Safety committee I undertook research into the use of the existing system and potential replacement systems available. I made a recommendation to the National Health and Safety Committee for a replacement which was taken forwards to the Senior Management Team.

**Cartographer**  
Nov 2001 – Jan 2005

**Department for Environment Food  
and Rural Affairs (Defra)**

Cartographers were responsible for the creation and amendment of digital maps of farm-scale agreements.

- Creation of digital maps from hand-drawn drafts.
- Update and amend existing digital maps from information provided by field-based Project Officers.

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- Running computer checks of land against various statutory datasets, for example sites and monuments records and nitrate vulnerable zones.
- Reconciling areas found from digital mapping with the national land registration database (IACS) and on-the-ground measurements.
- Maintaining a high degree of accuracy when producing maps and schedules.
- Identifying and resolving problems while processing case files.
- Respecting confidentiality of agreement holders.

During a European Union-initiated national reconciliation exercise, I took on the responsibility of collating the statistics for the Bristol, Taunton and Dorchester offices. As part of this I redesigned the monitoring form and streamlined the local database, significantly improving the efficiency of the process. I volunteered to become a first aider for the Bristol site, and after completing the four-day First Aider at Work qualification, served as a duty on-call first aider for three years.

### **Branch Administrator**

Sept 2001 – Nov 2001

Pre-school Learning Alliance is an educational charity that provides training, advice and support to voluntary pre-school education establishments in England. Based in the South West Region office the Branch Administrator provided office support to the home-based Development Workers.

- Answering the telephone, taking messages and dealing with queries from staff and service users.
- Arranging appointments between Development Workers, pre-school committee members and other service users.
- Managing a database of pre-school establishments in the branch for mail-shots and statistical analysis.
- Production and distribution of mail-shots and newsletters to ensure service users were fully informed about training opportunities, meetings and other branch services.
- Taking minutes at branch meetings.

Whilst employed by the Pre-school Learning Alliance I was chosen to develop and streamline the database of pre-schools, introducing efficiencies in the distribution of the branch newsletter and main-shots.

### **June 1998 – August 2001**

During this period I held a number of positions including, Catering Assistant, Waiter, Hospitality Host, I also undertook a university course. Further details of these positions are available on request. These roles required a variety of skills including;

- Communication and interpersonal-skills dealing with customers and colleagues
- Accuracy in cash handling
- Maintaining health and hygiene standards in a catering environment
- Positive attitude whilst working in a high pressure environment

## **EDUCATION AND TRAINING**

### **Internal Training (Defra)**

- Memory Skills
- Health & Safety at Work
- St John's First Aid at Work (Expired)
- Business Writing
- On-farm Health and Safety

**A-level:** Computing (B), Psychology (B), Geography (C) 1996-1998 Kings of Wessex, Cheddar

**GCSE:** I.T (A\*), Double Award Science (A,A),

Geography (B), Mathematics (B), English Language(B) 1994-1996 Kings of Wessex, Cheddar  
English Literature (C), German (C) , Art Graphics (D)