

# 7<sup>th</sup> October 2024

## Inclusion North News



Inclusion North will share an important news story or tell you about their own work here every two weeks.

### Meet a member of the office team



This is Lisa and she works in the office team as a project administrator. Lisa supports lots of different teams with their work.



Lisa helps the finance team with paying invoices and wages.



She supports the leadership coaches to deliver Take the Lead courses. Lisa sends emails with information about the courses. She books the hotels and travel for people.



Lisa also goes to meetings to take notes and types them up.



Lisa works with our members to write Easy Read surveys.



She supports the Oliver McGowan Administrator by sending out certificates to people who have done the online training.



Lisa's favourite part of the job is meeting up with the whole team in York.

### **Lisa's well-being tip**



Lisa likes to get outside every day for a few minutes to enjoy the fresh air, whatever the weather.

### **Other exciting news from Inclusion North**



Karen our Chief Executive has been shortlisted for the award of Chief Executive of the Year in the Inclusive Awards 2024. We will find out on 28<sup>th</sup> November if she won.

