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## Kristy Sharpe

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**From:** Jenni Hutchins  
**Sent:** Sunday, 1 November 2015 3:35 PM  
**To:** Children Services Leadership Team; CCS Area Managers; Community Programs  
**Cc:** Executive Leadership Team  
**Subject:** Jacqui Barnat's new role

Colleagues,

I am writing to advise you about the exciting new role that Jacqui Barnat will be undertaking upon her return from leave on Monday. Jacqui has been with the YMCA for about 13 years, mainly in operations. Jacqui's skills and talents are well known and regarded within the operations team and I have particularly found her vast knowledge of the complexity of the service delivery and the systems we operate invaluable. Jacqui is going to take on a Special Projects Manager Role and utilise this expertise to assist the organisation to continue to refine and improve our approach to supporting families so that we have a leading edge in the sector. Jacqui will focus on 4 key projects initially (which have already been identified) but will continue to lead additional projects to assist in our continuous improvement environment. The following is some high level information on Jacqui's role. If there are any questions, please do not hesitate to contact me or Jacqui.

### Initial Projects and Collaborations

1. Refining and developing consistent policies and approach to bus runs
2. Providing the Subject Matter Expertise for automation of QIKKIDS
3. Developing our consistent approach to bad debts and debtors
4. Developing our personal relationships register and ensuring local strategies are in place to manage same

### Other aspects of the role:

- Lead the transition in/out of centres
- Assist with tender development
- Implement new processes
- lead role in Vacation Care.

Please join me in thanking Jacqui for her work to date and congratulate her on her new permanent role.

Many thanks and warm regards,

Jenni

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