



JOB DESCRIPTION

Job Title: Childminding UK Consultant

Location: Home based, some travel within specified areas across Northamptonshire for meetings. Occasional attendance and overnight stay at events out of county.

Hours: 30 hours a week over a minimum of 4 days. Days/times to be agreed with Executive Director and between the hours of 7.30 - 5.30pm, Monday – Friday. Core working hours will be between 9am and 3pm. Some evening and weekend work to deliver training, and attend meeting and events. TOIL accrued for any additional hours.

Accountable to: The Operations Manager. You will also work with the Executive Director

Job Purpose

To offer advice and support to Childminding UK customers and members and contribute to the ongoing expansion of Childminding UK as a national organisation.

Key Duties and Responsibilities

Support to Childminders

- Provide support and guidance to Childminding UK members by telephone, email and occasionally via Zoom
- Deal with enquiries about becoming a childminder and other general information requested by email and by telephone through the enquiry line
- Deal with enquiries from customers about Childminding UK products

Childminder Training

- Produce and deliver virtual training
- Produce online training
- Assess learners' coursework

Childminding UK Resources

- Contribute to the development of new resources

Marketing and Promotion

- Attend Annual Conference and other events as required

Website

- Contribute to website content
- Use database systems to access and edit users records

Administrative

- Maintain staff documents
- Produce spreadsheets and reports as required

General

- Work as a team with other employees and attend regular supervision and team meetings and other meetings as required
- Ensure that all the organisation's policies are understood and work within the framework of these policies at all times
- In particular, work at all times within an equal opportunities and anti-discriminatory framework and maintain confidentiality
- Work in partnership with other agencies where required
- Keep own skills, experience and knowledge updated by continuing professional development and attendance at such meetings and events as may be directed.
- Any other duties from time to time which fall within the scope of the post.