



Job Description

Post:	Early Years Consultant and Trainer	Grade:	J
Department:	Enterprise and Strategic Partnerships		
Team:	Enterprise and Strategic Partnerships		
Responsible to:	Deputy Vice Chancellor (Engagement and Enterprise)		

Main Purpose:

- Support the Deputy Vice Chancellor (Engagement and Enterprise) in developing and delivering external consultancy and training and other commercial activities.
- Always provide high-quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland University at all times.

Specific Duties:

- Support the Deputy Vice Chancellor (Engagement and Enterprise)
- to source, explore and develop appropriate external commercial activities to generate income and achieve the annual commercial target.
- Design and deliver engaging training programmes for early childhood practitioners in the UK and internationally.
- Facilitate training sessions tailored to diverse cultural and professional contexts.
- Support clients by providing evidence-based strategies for high-quality early childhood practice.
- Advise and train family-focused service-providers such as hotels and leisure organisations on creating child- and parent-friendly services.
- Conduct audits and assessments of current provision for clients, identifying opportunities for improvement.
- Offer tailored consultancy to businesses and institutions seeking to strengthen their family-friendly credentials.
- Write, review and update early childhood curricula aligned with international standards and emerging best practice.
- Develop innovative online courses and training materials to be delivered via online platforms (e.g. MOOCs).
- Produce reports, case studies and resources that support clients in enhancing early childhood outcomes and experiences.
- Collaborate with global partners, stakeholders and networks to promote and develop family-friendly initiatives across multiple cultural contexts.
- Adapt training and resources to meet the needs of diverse audiences in different regions.
- Represent Norland at international conferences, forums and professional gatherings.

- Maintain accurate records, databases and project timelines to support smooth team operations.
- Be willing to undertake Fire Warden and First Aid training and be a key holder to assist in opening and closing the building as and when required.
- Work with internal departments to ensure operational procedures are fully complied with.
- Take ownership of continued personal development (CPD) within your role and identify personal training needs.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- To undertake any other duties, as required from time to time.

General:

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.