

## Baby First Aid Coordinator - Volunteer role description

The Baby First Aid Coordinator:

- Will work across the branch to make valuable first aid courses available to local parents – giving local parents access to lifesaving skills and the confidence to put them into practice
- Has good written and verbal communication skills
- Is organised with strong time management and administrative skills.
- Has the ability to plan and deliver an effective local marketing activity, ensuring the courses are well attended and income is maximised
- Will work with branch colleagues to exploit Baby First Aid to attract new branch supporters and volunteers

### Key Tasks

#### **Essential**

- Source appropriate venues to hold NCT Baby First Aid courses – you can use British Red Cross venues – see [babble page](#)
- Book NCT Baby First Aid courses through the British Red Cross booking system with support from the NCT Community Fundraising Team. We anticipate this will involve arranging a minimum of four courses a year to meet local demand.
- Keep local NCT practitioners, parents and carers informed about NCT Baby First Aid courses in order to maximise the number of participants at your courses.
- Employ resources available on Babble to publicise courses
- Administer course bookings to ensure that courses are filled and a record of participants is kept.
- Work with your Branch Treasurer to ensure that income and expenditure of courses is effectively managed and that course participants pay in an appropriate and timely manner
- Meet the British Red Cross trainer 15 minutes before the course (or ensure that another volunteer is able to do this) to open and set up the venue
- Understand and follow relevant NCT policies and charity law (including NCT ethics policy, insurance policy).

#### **Desirable**

- Coordinate samples and flyers in goody bags for participants to increase income for NCT
- Give a short talk at the end of each NCT Baby first aid course to showcase your branch and inspire participants to engage further with NCT (or arrange another volunteer to do this)

#### **Time Commitment**

The minimum necessary commitment is quite low; however there will be peaks during course booking time. Courses can be arranged at a time of year which suits you.

#### **Support for Baby first aid Coordinators**

There is lots of support on hand for Baby first aid Coordinators.

- Visit Babble to access the available materials: <https://babble.nct.org.uk/info-resources/raising-money-events/other-fundraising-events/baby-first-aid-courses>
- Once you register as a Baby first aid Coordinator you will receive regular emails with the latest updates and hints and tips about how to make your courses a big success
- You can get help and support from your wider Regional Team, your Regional Fundraising support and Area links (if available) as well as your Regional coordinator are there to help and support you in this role.
- You can also talk to staff in the Community Fundraising Team, email [fundraising@nct.org.uk](mailto:fundraising@nct.org.uk) or call 020 8752 2377