



National Day Nurseries Association

★Brighter thinking
for early years

Job Description Early Years Advisor

Responsible to:	Lead Early Years Advisor
Location:	Home Based
Salary Band:	Salary Band D
Hours:	37 hours per week
Contract:	Temporary to 31 st August 2029

National Day Nurseries Association (NDNA) is a national charity and the membership association representing children's day nurseries across the UK, giving them information, training and support so they can provide the best possible care to young children. NDNA is the voice of the day nursery sector, an integral part of the lives of nearly one million children and their families. We provide information, training and advice to support nurseries and the 250,000 people who work in them to deliver world-class early learning and childcare. Working closely with local and national governments in England, Scotland and Wales, we campaign on the cost, choice and quality of childcare to benefit nurseries, families and the economy.

Main purpose of the job

The post holder will develop products, services and training materials, and respond to sector needs. They will be responsible for the high quality development of products and services in line with NDNA's mission to promote quality in early years.

The post holder will work collaboratively with other Early Years Advisors and managers within NDNA to support the development of products and services for UK and international customers.

Main duties

Supporting the wider organisation and our UK and international customers through:

- Under the guidance of line manager and the Early Years Development Manager, work with other Early Years Advisors to support the development of high quality products and services
- Edit and proof-read documents for relevant research-based content and accuracy, following the NDNA style guides
- Provide advice to members as requested relating to the childcare sector
- Maintain practical experiences within a childcare setting
- Maintain up to date professional knowledge and skills within area of responsibility and the early years sector
- Attend meetings as required (virtual and face to face)
- Achieve own annual KPIs and assist in the achievement of organisational objectives
- Report progress to management.

Any other duties reasonably requested by line management and commensurate with the level of the post.

In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with all of NDNA's policies and procedures.

Personnel Specification
Early Years Advisor

Criteria	Identified by
QUALIFICATIONS	
Essential - GCSE English and maths (Grade 4 and above/grade A – C) or equivalent - Educated to degree level or equivalent in early years Desirable - Knowledge of Early Years and childcare in relation to qualification and policy	CV Certificates
RELEVANT EXPERIENCE	
Essential - Significant and recent demonstrable experience in leading practice as an early years professional or teacher - Development and review of training and resources to improve early years practice - Effective time management - Using sound research based evidence to develop written material - Delivery against targets and deadlines - Strong customer service or related experience - Multi-agency partnership working Desirable - Experience of working in higher or further education - Experienced in the design and development of online training - Product development and review from entry to graduate level - Experience of assessing against quality assurance schemes or quality audits - SENCo - Experience of working with children with EAL, SEND and leading practice - Setting up and managing a nursery business	CV Interview
SKILLS & ABILITIES	
Essential - Training skills - Ability to build and maintain professional working relationships - Excellent verbal and written communication skills - Ability to effectively edit and proof-read written material - Ability to prioritise own work activities - Review products in response to sector need - IT capabilities with Microsoft Office Suite	CV Task Interview

KNOWLEDGE	Identified by
Essential • The EYFS, including best practice based on sound theory • Research based best practice in early years • Government initiatives • Equality and inclusive in practice • Early years inspection frameworks • UNCRC • Know-how to develop inclusive practice and capacity in educational settings, removing barriers to learning ensuring all children achieve good outcomes and independence • Knowledge of safeguarding and child protection. Desirable • Awareness of statutory and non-statutory duties for settings who have children with SEND • Continued professional development for the early years sector • Early years legislation and initiatives across England, Scotland and Wales • Other equivalent legislative standards and frameworks across Scotland and Wales • The childcare sector and market • An understanding of the implications of current/future challenges/trends relating to education across England, Scotland and Wales.	Task Interview
OTHER REQUIREMENTS	Identified by
Essential • Able to undertake occasional evening and weekend duties, including some overnight stays and travel in the UK • Able to drive/own car or access to transport	Interview

