

NCT Bra Fitters Job Description

1. An NCT Bra Volunteer fitter must be a member of the NCT who ensure that their members benefit from the public liability insurance that it holds, at a minimum value off £1,000,000.
2. An NCT Bra Fitter should attend a Training Day within six months of taking on an agency. They should then attend an NCT Bra Fitters Workshop every three years.
3. Fitters should pass on correct information concerning the local NCT branch and keep an up-to-date record of the telephone numbers of the local breastfeeding counsellor/s, the NCT breastfeeding Line, and other keys members of the committee to pass on to customers a required.
4. NCT Bra Fitter's need to advertise their agency so that they are known to their fellow committee members, the local community midwives, health visitors, and maternity unit.
5. NCT Bra Fitter's should complete an annual return and stock list each October and return it to NCT Sales.
6. An NCT Bra Fitter should make herself available to fit bras and be reasonably flexible, be able to arrange a fitting within a week of an enquiry or have regular arranged fitting sessions.
7. NCT Bra Fitter's shall treat every fitting as confidential and not disclose any individuals fitting details.
8. An NCT Bra Fitter who is not a breastfeeding counsellor should not give breastfeeding information but refer the mother to the nearest breastfeeding counsellor or suggest they ring the NCT Breastfeeding Line.
9. NCT Bra Fitter's must write the cheque card number of the purchaser on the back of the cheque. All cheques, cash, invoices and statements should be sent to their NCT Branch treasurer. It is not advisable for fitters to operate a separate account. If they do, it must have a second signatory and the accounts must be checked by the branch treasurer or auditor annually.
10. An NCT Bra Fitter should agree with her branch the items and amounts of reasonable expenses she may claim.

If you have any queries please contact the NCT Agencies Account Manager

Mandy Hockley on 0870 421 1874 or email agents@nct.org.uk