

Valley Cushion Volunteer Agent Job Description

1. The service is available to NCT and non members, so agents should endeavour to make themselves and the existence of the hire service known as widely as possible to maternity units, clinics, community midwives etc.
2. VALLEY Cushions are the property of UT Care Products Ltd (UT) who provide them to the NCT and agents are expected to take reasonable measures to ensure the cushions' safekeeping. Cushions must be fitted with a fresh COOLTECH disposable cover before each hire. Agents should always store and hire out cushions under hygienic conditions.
3. Agents should ensure that cushions are available at all reasonable times and they should ensure the safe recovery of cushions hired to clients.
4. Agents should keep their branch informed about the VALLEY Cushion hire scheme and advertise regularly in their newsletters.
5. Each year agents complete an Annual Return giving details of the status of the cushion and the hire scheme and these should be returned by the date requested.
6. Agents use the hire documentation provided by UT with the Hiring Instructions provided. Hire books are provided and a hire slip completed for each hire.
7. Agents pay all monies received for hire of the cushion to UT, direct without deductions, within 14 days from the date on which the hire service ceased. Cushions must not be provided other than at the advertised hire rates unless agreed with UT.
8. It is the responsibility of the agent / branch chair to notify the NCT National Co-ordinator of any changes to the agency e.g. an intention to resign or handing the agency to another branch member.
9. If the agency is to be discontinued, the retiring agent must promptly return the cushion(s) and all relevant documentation to UT at UT's expense.
10. All agents must be members of the National Childbirth Trust (NCT) to comply with the requirements of the public liability insurance held by the NCT.

If you wish to become an agent please contact the NCT Agencies Account Manager on 0870 421 1874 or email agents@nct.org.uk