**Vacancy details**

The National Federation of SubPostmasters (NFSP) is the voice of the post office network. We offer our members representation and support. Through grant funding the Mails Support Team support NFSP members in achieving the national mails segregation compliance targets which enable NFSP members, if the compliance targets are achieved, to receive a share of an annual Mails Segregation payment made by Post Office. With expansion of the Team and contractors the NFSP will be supporting members with PUDO and the new DPD and EVRi carrier services helping NFSP members achieve the full potential income available for these products.

We are looking to expand our current national team of consultants. The volume of offices and days required is determined by the level of support required in each of the mail centre areas.

We are seeking additional consultants in the following areas; Dartford, Gillingham, Chatham, Thanet, Bournemouth, Newcastle and Middlesborough, Amesbury/Salisbury, Norwich, Aberdeen, Inverness and Northern Ireland.

**About the role**

The Consultant role requires you to visit NFSP members and build trustworthy relationships with them and their teams, building their confidence and knowledge in mails segregation and PUDO transactions.

You will use your influencing, training, and coaching skills to help NFSP members and their teams achieve mails segregation compliance targets, providing them with the potential for earning additional remuneration and develop a sense of support, enabling the sharing of best practice.

Support the Mails Support Team to deliver all targets that fundamentally support NFSP Members ability to achieve additional payments and improve compliance and customer service.

Take advantage of the expertise of the wider NFSP, Post Office Ltd and Royal Mail teams to support the subpostmaster community.

The NFSP’s aim is to develop a culture of support across its network and each individual consultant is integral to ensuring its success.

Job title: Consultant

Full day rate: Payment to be in the region of £125/£150 per day.

The volume of office visits and days required will be determined by the level of support required.

Expenses Mileage 45p per mile travelled.

Driving licence

/Car Insurance Full driving licence required and Business Use car insurance

Mobile phone Smart phone required to be able to use Mobaro App

Contract type: Consultant fixed term

Locations: Dartford, Gillingham, Chatham, Thanet, Bournemouth, Newcastle, Middlesborough, Amesbury/Salisbury, Norwich, Aberdeen, Inverness & Northern Ireland

 Reporting to: Mails Support Advisor

**How to apply**

If you are interested in applying for an NFSP consultant role please send a cover letter explaining why you would like to apply for the position and a copy of your CV to the Mails Support Advisor responsible for the location you are applying for below by the 8th January 2024.

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| Location | Mails Support Advisor email address |
| Dartford, Gillingham, Chatham and surrounding area | stewart.swabey@nfsp.org.uk |
| Thanet area of Kent | stewart.swabey@nfsp.org.uk |
| Bournemouth | stewart.swabey@nfsp.org.uk |
| Newcastle and Middlesborough | vijay.lakhanpal@nfsp.org.uk |
| Amesbury / Salisbury | stewart.swabey@nfsp.org.uk |
| Norwich | mailssupport@nfsp.org.uk |
| Aberdeen | vijay.lakhanpal@nfsp.org.uk |
| Inverness | vijay.lakhanpal@nfsp.org.uk |
| Northern Ireland | alan.white@nfsp.org.uk |