

Job Title:	Programmes Assistant
Hours and type of contract:	Full time, permanent
Reporting to:	Project Manager
Location:	Flexible: hybrid, remote or in our Lewes, East Sussex, office
Introduction to National Numeracy:	<p>We are on a mission to empower children and adults in the UK to get on with numbers so they can fulfil their potential at work, home and school. Our work improves how people understand and work with numbers in everyday life, sparking better opportunities and brighter futures.</p> <p>The issue: Numeracy levels in the UK are significantly below the average for developed countries: nearly half the working age population (49%) has the expected numeracy level of a primary school child. And it costs the UK economy a staggering £25 billion a year.</p> <p>Enabling social mobility: Basic number skills and confidence provide a gateway to financial inclusion, wellbeing and employment prospects. Without number confidence and skills, people are locked out of many life opportunities. And it's a problem handed from one generation to the next.</p> <p>Enabling a fairer society: Poor numeracy blights lives and livelihoods. People with low numeracy earn less, and it contributes to pervasive problems from unemployment to poor health and debt.</p> <p>Our diversity: Our stakeholders have different backgrounds and experiences, and we are committed to having a diverse team who can bring their experiences from work and home into this role. Therefore, we actively encourage applicants from black, Asian or minority ethnic groups, LGBTQ+ people and people with disabilities to apply for this role.</p>
Introduction to the role:	<p>The Programmes Assistant will work with the Programmes Team in delivering our activities with schools, employers and individuals and help run our programmes targeted at improving people's confidence and skills with numbers in everyday life. We work digitally through our unique online systems, accessed by thousands every month, and through employer and school-based projects.</p> <p>This role will involve working with internal team members and external partners to arrange delivery of key parts of our programmes, including arrangements for training, workshops, resource delivery and data collection. You will be the first point of contact for project participants and will be central to supporting schools and employers who work with us. The successful candidate will be comfortable communicating with organisational partners as well as with individual beneficiaries of our programmes.</p> <p>We are looking for someone who is flexible and able to use their own initiative. It's not imperative that you come from the education or charity sectors or that you have held an equivalent role previously, as long as you can show us that you have relevant transferable skills and an understanding of what it takes to be successful in this role.</p> <p>National Numeracy is based in Lewes, just outside Brighton, but we are offering significant remote/hybrid and flexible working with this role. If you are not office based,</p>

	<p>then the expectation is that you will be in Lewes at least occasionally when the work requires it. The role may include occasional UK travel.</p>
<p>Overview of Main Duties:</p>	<ul style="list-style-type: none"> • Provide administrative support to the Programmes Team, including booking meetings, taking notes, preparing documentation and other admin tasks as required. • Assist the programmes team in organising workshops and training sessions, both online and face-to-face, and delivering resources to programme participants. • Support the programmes team in recruiting schools, employers and individuals to participate in our programmes. • Support the overall delivery with project partners, such as through regular email or phone communication. • Pro-actively build and maintain good working relationships with colleagues, partners and beneficiaries to reflect the values of the organisation and ensure the successful delivery of project commitments. • Maintain accurate records, using in-house project management and customer relationship systems to assist with the smooth running of charitable activities. • Work with the team to monitor activity and impact across multiple projects and to gather learnings to inform the direction of future projects, including preparing surveys and collecting feedback and data from project participants and partner organisations. • Administer the GDPR compliance process when bringing on new partners. • Help to onboard partners looking to use our Power Bi reporting tool, creating user passwords and setting up partner codes to allow access and helping to support beneficiaries as needed. • Other support tasks across the team as may be required from time to time.
<p>Essential Skills/Experience</p>	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Experience in using Word, Excel and PowerPoint and a willingness to get to grips with a range of software tools and packages (including project management systems, CRM and surveying tools). • Ability to build effective relationships across the organisation and with project partners and beneficiaries. • Strong organisational skills and attention to detail. • Self-motivation, flexibility, enthusiasm and ability to work both independently and as part of a team.
<p>Desired skills/experience</p>	<ul style="list-style-type: none"> • An understanding of how the UK education system is structured.
<p>The Details:</p>	<p>We are offering:</p> <ul style="list-style-type: none"> • Salary of £19,750 per annum • 37.5 hours a week • 33 days' holiday a year including bank holidays • Company pension scheme • Flexible approach to office/hybrid/remote working • Full induction and a supportive approach to career development • Equality, Diversity and Inclusion strategic plan • Multiple staff social opportunities <p>National Numeracy offers a supportive, friendly culture with a focus on wellbeing and collaboration. We take life-long learning seriously and support our staff to develop their skills and knowledge.</p>

	<p>We have an open hybrid approach to office/remote working and welcome applications from candidates interested either in office or predominantly remote working options.</p> <p>National Numeracy is an equal opportunities employer and all applicants are treated equally and fairly throughout the recruitment and selection process.</p>
How to apply	<p>In the first instance, please submit a CV with covering letter of no more than two pages to Emily Kramers at enquiries@nationalnumeracy.org.uk by 9am on Monday 17 January 2022.</p> <p>Please include in your covering letter an outline of your suitability for the role with reference to the essential skills and experience criteria. Applications without a cover letter will not be accepted.</p> <p>* This job description doesn't constitute a promise or guarantee of employment . National Numeracy reserve the right to make changes to this job description.</p> <p>** National Numeracy reserves the right to change the deadline for applications or to close the application window if a suitable candidate is found.</p> <p>*** National Numeracy cannot offer visa sponsorship for this opportunity. Please do not apply unless you can demonstrate eligibility to work in the UK.</p>