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| Job Title: | Partnerships Manager |
| Hours and type of contract: | Full time or 4 days a week |
| Reporting to: | CEO |
| Location: | Lewes, East Sussex with significant flexible/remote working |
| Introduction: | <p>The UK has a problem with numbers, and it is holding us back. As a nation, numeracy levels are significantly below the average for developed countries; and as individuals, nearly half the working-age population has the expected numeracy level of a primary school child. Not getting on with numbers blights lives and livelihoods, contributing to pervasive problems from unemployment to poor health and debt. And it costs the UK economy a staggering £25 billion a year. At National Numeracy, our mission is 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><i>“To overcome your fears, you’ve got to face them head on, and that’s what I did, with the National Numeracy Challenge. Numbers don’t scare me anymore. . . Improving my numeracy hasn’t just helped me with my kids, it’s helped me at work too. I’ve enhanced my CV and future job prospects.”</i> Jason</p> <p>Our work is needed now more than ever before. This is why we have embarked on an exciting new strategy to make tackling poor numeracy an urgent, national issue. However, we will only achieve significant and lasting change by engaging other organisations to support and fund our work. We work with a wide range of partners: the government, corporate supporters, charitable trusts and foundations, education/training providers and employers including the NHS, unions and third sector organisations.</p> <p>We are looking to recruit an exceptional Partnerships Manager to join our growing team and help meet increased demand for our support. The postholder will work closely with the Chief Executive and broader partnerships team to help manage and grow our fundraising programme, which focuses on corporate partnerships, trusts, and foundations. This exciting role will suit a creative relationship builder, with the tenacity to grow support through partnerships that align with the charity’s aims.</p> <p>You’ll need to communicate the vital importance of our goals in a way that persuades organisations to work with and, crucially, to fund our work. New business development and ongoing relationship management are crucial as we seek to establish long-term partners and sustainable income streams for the organisation. As Partnerships Manager, you will play an important role in realising our vision.</p> <p>We are looking for someone who is flexible, a self-starter and able to use their own initiative to generate ideas as well as leads. It’s not imperative that you come from the charity sector 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, East Sussex, but with significant home working potential. The expectation is that you will be in Lewes at least occasionally when the work requires it but we offer significant flexibility opportunities. The role may include occasional travel to London and beyond.</p> |

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| <p>Overview of Main Duties:</p> | <p>You will play an instrumental role in our development and will work closely with the CEO and broader team to:</p> <ul style="list-style-type: none"> • Secure new and renewed funding by managing and maximising the impact of existing partnerships. • Identify and build a strong pipeline of new relationships, proactively pursuing new opportunities. • Contribute to trust and foundation applications and reporting. • Work with the wider team on building our funding base. • Play an important role in ensuring that funding aligns with the charity’s strategic aims and contributes to its long-term goals and sustainability. • Develop multi-year partnerships and translate one-off funding into longer-term support where possible. • Work closely with the External Relations team where our communications contribute to our fundraising aims and partnership development, and to develop support for our high profile, national campaigns from our partners. • Work with the Programmes team to ensure that funded activities meet expectations and enhance broader relationships. • Work with the Impact and Evaluation team to create engaging reports demonstrating the positive impacts of our work and partnerships. |
| <p>Person Specification</p> | <p>You will be</p> <ul style="list-style-type: none"> • A creative problem-solver who is adaptable, enthusiastic and self-motivated. • Able to work both independently and as part of a team. • An excellent communicator, able to showcase our work and how it intersects with the interests of partners and funders. • Comfortable with delivering presentations online. • Someone with a genuine interest in National Numeracy’s mission. <p>The stakeholders we work with have a range of 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> |
| <p>Essential Skills/Experience</p> | <ul style="list-style-type: none"> • Strong interpersonal skills and a good understanding of the motivations of funders and partners. • A track record of securing partnerships, income, and successful relationship management. • A demonstrable ability to write and prepare compelling funding bids, proposals and applications. • An understanding of the importance of aligning strategic direction with partners who share our values and ambition to improve numeracy across the UK. • The ability to develop a multi-year strategy, activity plan and budget to deliver growth. • The skills and experience to relate professionally to senior executives, trustees, etc. • The ability to manage multiple relationships proactively within clearly defined timescales, whilst keeping internal and external stakeholders involved, informed and inspired. • Strong administrative skills and experience working with online tools such as a CRM. |
| <p>Desired skills/experience</p> | <ul style="list-style-type: none"> • Experience of working in the third sector or relevant/related environment and an understanding of the charitable funding landscape. • Good knowledge of Microsoft 365 applications, for example Word, Excel and SharePoint, with experience of PowerPoint. |

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| <p>The Details:</p> | <p>We are offering:</p> <ul style="list-style-type: none"> • 25 days' holiday a year per annum pro rata • a full induction and a supportive approach to career development • company pension scheme • a flexible approach to working • £35,000 per annum pro rata <p>National Numeracy offers a supportive working environment. We are a friendly team and have regular team events. We take life-long learning seriously and support all staff members to continue their learning journey during their time with us.</p> <p>We have an open hybrid approach to office/remote working and welcome applications from candidates interested in 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> |
| <p>How to apply</p> | <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 24th 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 and 100 words that describe why you think an organisation should fund National Numeracy.</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> |