

Job Title:	Senior Training Officer
Hours and type of contract:	Full time (or minimum 0.8 FTE); permanent
Reporting to:	Programmes Director
Location:	Remote working /office working flexibility. Head office in East Sussex
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 £20 billion a year.</p> <p>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." Jason</i></p> <p>We are looking for an enthusiastic training professional with experience in the education sector or workplace training, to deliver and continually improve our adult training sessions, workshops and programmes, such as our acclaimed 'Becoming a Numeracy Champion' programme. Our training focusses on supporting the development of number confidence and positive attitudes towards maths, rather than teaching maths skills. As such, while experience of teaching maths is not required, you should have a strong interest in numeracy and an understanding of its value, combined with an understanding of adult learning and instructional design.</p> <p>Our programmes are typically delivered to small groups of adults, mainly online and, where practical, in person across the UK, with a current focus on London, the West Midlands and East Ayrshire. Typical attendees are likely to be healthcare workers, retail staff, jobcentre coaches, teachers, parents and carers, and members of the general public looking to get into work. The successful candidate will be responsible for training delivery, as well as having the opportunity to develop content and feed into the broader communications strategy around supporting people to develop confidence with numbers, working with our External Relations and website development teams.</p> <p>We are looking for someone who is flexible, able to manage their time and willing to adapt to the changing needs of the charity. It is essential that you have a natural empathy towards adults who are currently disadvantaged by their feelings about maths, and that you have a commitment to support them in taking their first steps towards improvement.</p> <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 minority ethnic groups, LGBTQ+ people and people with disabilities to apply for this role.</p> <p>National Numeracy is based in Lewes, East Sussex, but the expectation is that you will only be required to be in Lewes occasionally when the work requires it.</p>
Overview of Main Duties:	<ul style="list-style-type: none"> • Train-the-trainer workshops: Run our 'Becoming a Numeracy Champion' sessions to equip adults with everything they need to support others in improving their numeracy for the workplace, to support children or to overcome numeracy barriers causing financial exclusion. • Learner workshops: Deliver non-maths 'attitudinal' workshops for adults aiming to build their confidence with numbers or overcome maths anxiety, enabling upskilling in numeracy to get into, or on at work, manage their money, or support children with their numeracy.

	<ul style="list-style-type: none"> • Training schedule: Organise training sessions with partner organisations and manage the training schedule. • Training development: Take ownership of the iterative development of improvement of our training, workshops and programmes. • Content development: Develop ‘building confidence’ content for use in National Numeracy’s work. Work closely with the Programmes Director on the development of digital resources which support adults to overcome attitudinal barriers around numeracy. Work with the External Relations team to create content for our campaigns. Support the ongoing development of the ‘National Numeracy Challenge’, using knowledge gathered of the needs of the lowest confidence learners. • Partner relationships: Maintain positive ongoing relationships with partner organisations where training is delivered. Support our Partnerships team in working with ‘Numeracy Champions’ to carry out their action plans to support target beneficiaries. • Voice of the learner: Use contact with target beneficiaries to record learnings and be the ‘voice of the learner’ around low number confidence and maths anxiety. Work with the team to ensure that all National Numeracy’s resources are confidence-led. • Consistent messaging: Work with the External Relations team to ensure consistency in National Numeracy’s messaging between workshops and our broader digital platforms. • Partnership development: Contribute to the business development process to expand and develop new partnerships for training where appropriate, including budgeting. • Impact: Manage the monitoring and evaluation processes for training and actively seek evidence of impact and feedback on how to continually improve programmes. • Project management: Where needed, manage projects which are centred around training delivery.
Skills/Experience	<p>You will have:</p> <ul style="list-style-type: none"> • Experience of training/teaching, either from an educational or workplace background. • Natural empathy for disadvantaged adults and a clear passion for enabling social mobility. • Strong communication skills and be able to build effective relationships across the organisation and with external stakeholders. • Good experience in Word, Excel and PowerPoint and in online communication tools such as Zoom, and a willingness to get to grips with a range of software tools and packages. • The ability to adapt, prioritise and manage a varied workload. • Strong attention to detail. <p>You will be:</p> <ul style="list-style-type: none"> • Highly organised and flexible in your approach. • Able to work both independently and as part of a team. • Able to work and deliver training from home or the NN office, but also to travel and deliver training in person, where needed. • Highly self-motivated. • Willing to represent the charity at external events. • Able to identify with the mission of the charity and why it’s important.
The Details:	<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 patterns and location • £27,500 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. 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. We have also adopted a flexible approach to working hours and working patterns and allow staff to determine their working hours within a structured approach.</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 29th November 2021. Please include in your covering letter an outline of your suitability for the role with reference to the job description. 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 reserves the right to make changes to this job description.</p> <p>** National Numeracy reserves the right 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>
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