

Job title:	Project Manager
Hours and type of contract:	Full time/Part time (4 to 5 days per week)
Reporting to:	Director of External Relations
Location:	Flexible options: working from home and/or working from our Brighton 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>A new and exciting opportunity has arisen for a proactive and highly motivated Producer to manage the production and delivery of work within the External Relations team, including our award-winning campaigns.</p> <p>Within this role you will be responsible for managing the production of External Relations work, which includes the National Numeracy Day and Number Confidence Week campaigns, as well as a wide variety of communications, multimedia and marketing projects.</p> <p>You will understand the pipeline of work flowing into, through and out of the team, creating and managing project and production schedules. You will identify the capacity and resource required for delivery and construct appropriate timelines.</p> <p>Identifying and resolving conflicts between schedule, capacity and project goals will be a key responsibility, as will being a day-to-day point of contact across the organisation. You will be an ace at organising, documenting and collaborating on projects management and will help improve our practice and process.</p> <p>Working as part of a skilled and creative team, you will be passionate about delivering ambitious projects that often combine video, social, digital content and in-person events. Successful applicants will have experience in managing the production of creative projects – such as film/video – and be a skilled communicator, used to working with a wide variety of stakeholders.</p> <p>You will be joining the only independent charity in the UK dedicated to improving the nation's numeracy. It's a fantastic opportunity within a small but ambitious and dynamic organisation making a real difference to people's lives and livelihoods.</p> <p>Previous experience in the charity sector and maths expertise are not necessary. National Numeracy is based at Falmer, just outside of Brighton, and while office-based work is available, we also offer remote, hybrid and flexible working. If not based in the office, we would expect you to be in the office around four times a year, or when the work requires it. This role may include occasional UK travel.</p>

<p>Overview of main duties:</p>	<p>Project managing the production and delivery of work within the External Relations team will include the following:</p> <ul style="list-style-type: none"> • Understanding the team’s work pipeline • Creating and managing project and production schedules • Identifying capacity and resourcing and prioritisation • Constructing appropriate timelines • Agreeing milestones, tracking progress and ensuring they are met on time and on budget • Identifying and resolving conflicts between schedule, capacity and project goals • Organising and documenting project management, with detailed plans to track progress • Liaising and communicating with other team and wider organisation members to ensure accurate and clear cross-team understanding and collaboration • Ensuring capacity and resource is available and allocated to enable and fulfil commitments • Improving our practice and process • Managing budgets and monitoring expenditure • Monitoring performance and evaluating impact and provide regular analysis and reports, highlighting lessons learned • Working with partner organisations, outsourced production teams and freelancers as required • Other duties as required, continually working towards the charity’s aims and objectives.
<p>Essential skills, knowledge & experience</p>	<p>Role:</p> <ul style="list-style-type: none"> • Demonstrable experience of project management • Excellent organisational and communication skills and attention to detail • Ability to understand and manage priorities and plan accordingly • An ability to communicate multimedia direction and quality standards • Measurement, evaluation, analysis and reporting experience • Understanding of collaborative platforms such as Trello and project management concepts, tools and approaches and an ability to tailor methods to meet the requirements of the team/project • Management of budgets <p>General:</p> <ul style="list-style-type: none"> • Ability to build and maintain effective relationships across the organisation and with external stakeholders • Ability to prioritise and manage a varied workload • Ability to work to deadlines • Highly organised, self-motivated and flexible in your approach • Ability to work both independently and as part of a team • Represent the charity with external partners and events • Motivated by our charity’s mission • Support activities that contribute to the growth and sustainability of the charity
<p>Desirable skills, knowledge & experience</p>	<ul style="list-style-type: none"> • Project management experience preferably within a creative industry/environment (Project Management qualification not necessarily required) • Knowledge of video/film/multimedia/social workflows and asset management • Competency with Microsoft 365 applications, including Word, Excel and PowerPoint.
<p>The details:</p>	<p>We are offering:</p> <ul style="list-style-type: none"> • Salary of £31,800 per annum FTE (non-negotiable) • 33 days’ holiday a year including bank holidays • Company pension scheme • Flexible approach to office/hybrid/remote working • Equality, Diversity and Inclusion strategic plan • Employee Assistance Programme and other benefits • 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 offer a flexible approach to office/hybrid/remote working and welcome applications from candidates interested in office, hybrid 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 https://tinyurl.com/yunspp9h by midnight on Monday 20th February 2023. First Round interviews will be held on Monday 27 February 2023 or Tuesday 28 February 2023 Second Round interviews will be on held on Friday 3 March 2023. 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. Applications may be assessed on a rolling basis.</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. ** National Numeracy reserves the right to change the deadline for applications or to close the application window if a suitable candidate is found. *** National Numeracy cannot offer visa sponsorship for this opportunity. Please do not apply unless you can demonstrate eligibility to work in the UK.</p>