

<b>Job Title:</b>	<b>Training Officer</b>
<b>Hours and type of contract:</b>	Full time (or minimum 0.8 FTE); permanent
<b>Reporting to:</b>	Programmes Director
<b>Location:</b>	Remote working /office working flexibility (head office in East Sussex). We welcome applications from across the UK.
<b>Introduction to National Numeracy:</b>	<p><b>We are on a mission</b> 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 use numbers in everyday life, sparking better opportunities and brighter futures.</p> <p><b>The issue:</b> 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. This costs the UK economy a staggering £20 billion each year.</p> <p><b>Enabling social mobility:</b> Basic maths skills and confidence with numbers provide a gateway to financial inclusion, well-being and employment prospects. Without number confidence and skills, people are locked out of many life opportunities. This problem is handed from one generation to the next.</p> <p><b>Enabling a fairer society:</b> 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. At National Numeracy we focus our support on disadvantaged individuals and communities most in-need, where we can have the greatest impact.</p> <p><b>Our diversity:</b> National Numeracy is an equal opportunities employer, and all applicants are treated equally and fairly throughout the recruitment and selection process. We actively promote equality, diversity and inclusion. We hire on the basis of skills and experience of candidates, irrespective of age, disability (including hidden disabilities), race, religion or belief, gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, or sexual orientation.</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>
<b>Introduction to the role:</b>	<p>Our work is needed now more than ever before. This is why we have embarked on a new strategy to make tackling low numeracy an urgent, national issue. We are looking for an enthusiastic training professional with experience in the education sector or workplace training, to join our existing team who deliver our adult training sessions, workshops and programmes. These include our acclaimed train-the-trainer 'Becoming a Numeracy Champion' programme, our 'Learner' sessions to improve adults' confidence with numbers, and our 'Supporting Children' sessions to help parents &amp; carers develop positive attitudes to numeracy in children.</p> <p>Our training focuses 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, either online or in person. We are currently expanding our activity, so we anticipate delivering training in multiple areas of the UK. 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 feed into the content and 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</p>

	<p>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>National Numeracy has an office in East Sussex, but the expectation is that you will only be required to be in the office occasionally when the work requires it.</p>
<p><b>Overview of main duties:</b></p>	<ul style="list-style-type: none"> <li>• <b>Train-the-trainer workshops:</b> Deliver our ‘Becoming a Numeracy Champion’ sessions to equip adults with everything they need to support others in improving their numeracy (usually online).</li> <li>• <b>Learner workshops:</b> Deliver non-maths ‘attitudinal’ workshops for adults aiming to build their confidence with numbers or overcome maths anxiety (usually in person).</li> <li>• <b>Sessions for parents &amp; carers:</b> Deliver sessions for parents &amp; carers in the workplace, the community, and in schools, about how to support children to develop their number confidence (usually in person).</li> <li>• <b>Training schedule:</b> Organise training sessions with partner organisations and manage the training schedule.</li> <li>• <b>Training development:</b> Work with the team on the iterative development and improvement of our training, workshops and programmes.</li> <li>• <b>Partner relationships:</b> 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.</li> <li>• <b>Voice of the learner:</b> Use contact with target beneficiaries to record learnings and be the ‘voice of the learner’ within the National Numeracy team about low number confidence and maths anxiety.</li> <li>• <b>Consistent messaging:</b> Work with the External Relations team to ensure consistency in National Numeracy’s messaging between workshops and our broader digital platforms.</li> <li>• <b>Partnership development:</b> Contribute to the business development process to expand and develop new partnerships for training where appropriate.</li> <li>• <b>Impact:</b> Actively seek case studies and evidence of impact, and feedback on how to continually improve programmes.</li> <li>• <b>Project management:</b> Where needed, manage projects which are centred around training delivery.</li> </ul>
<p><b>Skills/Experience</b></p>	<p>You will have:</p> <ul style="list-style-type: none"> <li>• Experience of training/teaching, either from an educational or workplace background.</li> <li>• Natural empathy for disadvantaged adults and a clear passion for enabling social mobility.</li> <li>• Strong communication skills and be able to build effective relationships across the organisation and with external stakeholders.</li> <li>• 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.</li> <li>• The ability to adapt, prioritise and manage a varied workload.</li> <li>• Strong attention to detail.</li> </ul> <p>You will be:</p> <ul style="list-style-type: none"> <li>• Highly organised and flexible in your approach.</li> <li>• Able to work both independently and as part of a team.</li> <li>• Able to work and deliver training from home or the National Numeracy office, but also to travel and deliver training in person, where needed.</li> <li>• Highly self-motivated.</li> <li>• Willing to represent the charity at external events.</li> <li>• Able to identify with the mission of the charity and why it’s important.</li> </ul>

<p><b>The details:</b></p>	<p>We are offering:</p> <ul style="list-style-type: none"> <li>• Salary of £26,000 per annum FTE (non-negotiable).</li> <li>• 33 days' holiday a year including bank holidays</li> <li>• Company pension scheme.</li> <li>• Flexible approach to office/hybrid/remote working.</li> <li>• Equality, Diversity and Inclusion strategic plan.</li> <li>• Employee Assistance Programme and other benefits.</li> <li>• Multiple staff social opportunities.</li> </ul> <p>National Numeracy offers a supportive, friendly culture with a focus on well-being and collaboration. We take lifelong 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 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>
<p><b>How to apply</b></p>	<p>In the first instance, please submit a CV with covering letter of no more than two pages to Emily Kramers at <a href="mailto:hr@nationalnumeracy.org.uk">hr@nationalnumeracy.org.uk</a> by 9am on 13<sup>th</sup> June 2022. Please include in your covering letter an outline of your suitability for the role with reference to the job description. <b>Applications without a cover letter will not be accepted.</b></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>