

Appointment of Programme Manager – Corporate Volunteering



Introduction

Welcome

National Numeracy's vision is for everyone in the UK to get on with numbers so they can get on with life. Our mission is to improve how people understand and work with numbers in day-to-day life – sparking better opportunities and brighter futures. We want to empower everyone in the UK to have the number confidence and numeracy skills that allow them to fulfil their potential at work, home and school.

National Numeracy was established as an independent charity in 2012 to help raise low levels of numeracy among both adults and children and to promote the importance of numeracy in everyday life. We challenge negative attitudes, influence public policy and offer practical ways to help adults and children improve their confidence and skills in working with numbers.

Over the past decade, we've learnt that the scale of the issue is huge, its impact significantly underestimated and that it is having a disproportionate impact on disadvantaged communities. That's why we are increasingly focused on supporting those with the lowest numeracy in areas of greatest need, where numeracy is an integral piece of the puzzle for social mobility.

We focus on the value, opportunities and outcomes that improving numeracy can help deliver: getting into or on at work and building sustainable careers, being able to make sense of our finances and feeling more in control of our money, and supporting the children in our care to feel positive about maths and the benefits it brings to our lives.

By working with communities, employers and schools, we want to enable everyone across the UK to be confident and competent with using numbers and data, so they can make good decisions in their daily lives.

Our work demonstrates that supporting people with low numeracy to improve and, as a result, feel better equipped in life is possible and possible at real scale. We know what works and together with our partners and supporters we can accelerate our impact to open up opportunity for not just thousands, but millions more people.

It is an exciting time at National Numeracy. We are growing our impact across the country and this is reflected in the continued expansion of the charity and our staff team. Please consider joining us.

Thank you for your interest in National Numeracy.

Sam Sims, CEO



Above: Sam Sims - National Numeracy CEO at National Numeracy's 10th Anniversary event.

About National Numeracy

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.

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.

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.

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.



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 Ace – National Numeracy Hero

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.

Below: Perdita Fraser – National Numeracy Chair of Trustees at National Numeracy's 10th Anniversary event.



Our Values

Our “**Core Four**” deeply held values define what’s important to us. They guide our actions, drive our decision-making, and exemplify how we serve individuals and communities.

Community commitment: We put people first. We give 100% to our people, partners and communities.

Trusted experts: We are the UK’s numeracy experts. We use data and evidence to offer credible, trusted insight.

Empowered futures: We empower people for positive change. We listen, build confidence and enable people to gain greater control over their futures.

Always learning: We believe change can happen. We are persistent and passionate in supporting people, partners and communities to accomplish their goals.

What is it like to work at National Numeracy?

We care about maintaining a collaborative, supportive environment for our team.

Here's what some of our staff say about what it's like to work at National Numeracy:



Everyone at National Numeracy has been so warm and welcoming towards me since I started here. This was made apparent through the very useful induction meetings I had, with every member of staff. Having come from an organisation which I worked at for 8 years to being the new person, I have been supported every step of the way. My needs have been considered and everyone has been very approachable and inclusive.



I’m very proud to have recently joined the External Relations team at National Numeracy. The team are incredibly welcoming, supportive, passionate and despite many working remotely, very connected. My first few weeks have been very enjoyable and I’m excited for what the future holds!



Three months into the role and I feel well and truly part of the fold; we’re very lucky to have such an inspiring and welcoming team culture.





The Role

About the Programmes Team

National Numeracy is an ambitious, forward-looking charity that is highly engaged in the world around us.

The Programmes Team is currently a team of 10 including the role we are recruiting for.

Our Programmes include training Corporate Volunteers to share the benefits of maths in the workplace with primary school children, our Schools & Families Programmes through which we work with schools to engage staff, parents & carers to help children feel more positive about maths, training and managing Numeracy Champions to support their workplace colleagues and adults in the community, delivering workshops to improve adults' confidence with numbers, managing our relationships with delivery partners, such as local authorities and the NHS, and the National Numeracy Challenge online learning platform for adults.



We care deeply about our work and our colleagues and are always seeking to learn, evolve and improve both our practice and our culture.

Our team are spread across the UK and are predominantly remote-working, but we do have hybrid and office-based members. Opportunities to meet in person do occur, and we run at least two whole-organisation team away days per year.

About You

Our work is needed now more than ever before. This is why we have embarked on an exciting new strategy to make tackling low numeracy an urgent, national issue. However, we will only achieve significant and lasting change by engaging other organisations to support and fund our work.

The Corporate Volunteering Manager plays a central role in this by managing our successful and impactful Corporate Volunteering Programme. Each year through this programme, we train hundreds of volunteers from our corporate partners to visit primary schools and share examples of how maths has helped them as adults, both in their careers and personal lives.

This crucial work help us to change the inter-generational narrative about numeracy in the UK. Maths is not just something you 'have to do at school', but is a valuable skill that helps us get on at work, and manage our time and our money. The programme has been running for three years now, and this year's activity looks set to have meaningful impact on at least 17,000 children across the UK.

In this role you will work closely with the:

- Programmes Assistant, who will report to you and support on delivery of the programme,
- Programmes Director, on monitoring the impact of the programme, ensuring we have the capacity we need, and planning for the future,
- Partnerships Team, on agreeing and then delivering our commitments to corporate partners around volunteering,
- Training Manager, on training our volunteers,
- Schools & Families Programme Manager, on getting trained volunteers to visit schools taking part in our wider programme of activity,
- Head of Impact & Evaluation, to ensure that the full impact of the programme is captured.

You will be responsible for ensuring that volunteers are adequately trained, for recruiting appropriate schools for them to visit, and all the admin and reporting that supports the programme.

We are looking for someone who can 'own the programme', is committed to improving our processes and the efficiency of delivery, with strong line management skills, and a commitment to the professional development for the Corporate Volunteering Programmes Assistant.

National Numeracy is based in Brighton, East Sussex, but we are offering significant remote/hybrid and flexible working with this role. If you are not office based, then the expectation is that you will be in Brighton at least occasionally when the work requires it. The role may include occasional travel to London and beyond.

Job Description

Overview of main duties

- Lead our Corporate Volunteering programme for primary schools across the UK, including project and budget management.
- Line manage and continuously develop the Programmes Assistant in the team.
- Work with the Training Manager to ensure that all our training for Corporate Volunteers is delivered effectively and that the agreed number of volunteers are trained in time to visit schools.
- Ensure all volunteers are compliant with safeguarding regulations.
- Identify, and secure commitment from, appropriate schools for trained volunteers to attend, and work with them to arrange and host successful visits.
- Match volunteers with appropriate schools and provide the guidance and materials they need ahead of visiting.
- Manage and improve the processes needed for a small team to effectively co-ordinate this busy programme.
- Manage creation of any assets needed to support the programme.
- Ensure that volunteers, schools and corporate partners all have a positive experience while involved in the programme.
- Work across the team to incorporate Corporate Volunteering into our Schools & Families Programme and our annual national campaigns.
- Work with our Head of Impact & Evaluation to ensure that the impact of the programme is evaluated and shared, so that we can demonstrate the success of the initiative, both as part of our charitable mission, and to existing and potential funders.
- Assist the Partnerships Team to provide reporting to corporate partners as needed.
- Write the End of Year Volunteering Programme report.
- Collect case studies of successful visits and impact and manage the 'Volunteer of the Month' award on our website.
- Work with our Partnerships team to use the programme to help generate growing sustainable funding for the charity, maintaining great relationships with our corporate partners who support the programme.
- Work with the Partnerships Team to agree manageable targets to build into agreements with corporate partners, then ensure that we deliver these commitments within the agreed period of time.
- Work with the Programmes Director to keep Trustees and external organisations informed of the progress of the programme and our plans for the future.
- Continue to develop and improve the programme in-flight.
- Act as the internal team expert on what is happening in the volunteering space.

Essential Skills / Experience

You will have:

A passion for improving numeracy across the UK, and a belief that our Corporate Volunteering Programme can make a difference, both to children and to the adults who support them.

Experience in the voluntary sector, ideally of volunteer management.

A sound understanding of how schools work and safeguarding knowledge.

Experience in line management.

The ability to liaise effectively with external partners, such as corporate funders.

Strong project management, budgeting and process skills.

Experience in presenting to online groups.

The ability to build effective working relationships across the organisation, and with schools and funders where appropriate.

Competence in Microsoft Excel, Word, PowerPoint and Teams.

A good understanding of GDPR.

Experience in, or the ability to pick up, our programmatic monitoring and evaluation.

You will be:

Passionate about our impact on children and the adults who support them.

Highly organised.

Have the flexibility to pivot at short notice and adapt work to meet changing priorities.

Able to work both independently and as part of a team.

Able to work from home.

Able to communicate well.

Highly self-motivated.

Terms of Employment

Salary	£31,800 FTE
Start Date	Ideally to commence from the beginning of January 2026
Contract	12Month FTC initially
Working Hours & Location	37.5 or 30 hours a week Remote working /office working flexibility (head office in East Sussex) with travel as needed to meetings with partners/prospective partners We welcome applications from across the UK
Holiday Entitlement	33 Days (FTE) including Bank Holidays
Pension	6%
Other Benefits	Employee Assistance Programme Flexible approach to working Training and development Long service holiday allowances Multiple staff social opportunities Equality, Diversity and Inclusion strategic plan

Personal Development

At National Numeracy we like to nurture our talent, so upskilling our people with continuous training is important to us. We work hard to make sure National Numeracy is a safe, rewarding and inspiring place to work and that our roles are high quality, offering team members learning and development opportunities depending on their own interests.

We run all-staff training initiatives, delivering on areas identified by staff and covering both hard and soft skills – recent examples have covered Unconscious Bias, Line Management, Project Management and Presentation Skills. We also support each staff member with bespoke learning and development opportunities and encourage staff to identify training needs that drive forward their own personal and career development goals.

Mental Wellbeing Commitment

We are committed to supporting the mental health of our staff; we seek to provide a supportive culture where conversations about mental health challenges are normalised, and staff can get access to external support services at any time using our Employer Assistance Programme.

We also have an annual wellbeing session for staff and a schedule of initiatives being devised with our qualified mental health first aiders.

How to Apply

To apply in the first instance please send your CV and a Cover Letter detailing why you would be a good fit for the role to Rachel Bignell - HR@NationalNumeracy.org.uk

Deadline for applications:
10am Wednesday 12th November 2025

First interviews will take place between the 19th & 21st November
Second round interviews in the week of the 24th November

* This job description doesn't constitute a promise or guarantee of employment. National Numeracy reserves 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.



Jason's story



As a parent I struggled when my kids asked for help with their homework. There's a sense of shame and feeling inadequate because your children are asking you for help and you can't provide it. You're meant to provide for your kids.

But now I've done the National Numeracy Challenge I've grown confident with numbers. I don't have to hide from my kids when they ask me for help, and I really enjoy doing it. I don't want them to be afraid of numbers like I was at school. We get a buzz out of doing the homework together, and I'm learning from them too. I'm six feet tall but it makes me feel seven feet being able to help them out. 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.



These achievements led to Jason being named a National Numeracy Day Hero, appearing in the media and in videos alongside our celebrity Ambassadors to promote the benefits of numeracy.

National Numeracy is an independent charity that empowers children and adults in the UK to get on with numbers so they can fulfil their potential at work, home and school. Our work combats low levels of numeracy, improving how people understand and work with numbers in everyday life and helping to spark better opportunities in life.

National Numeracy is a registered company (company no: 7886294) and charity (charity no: 1145669).

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