

| | |
|---|---|
| Job title: | Partnerships Manager |
| Hours and type of contract: | Full time or part time (with flexibility – minimum 0.8 FTE) 1-year fixed term contract (maternity cover) |
| Reporting to: | CEO |
| Location: | Hybrid office/home with significant flexibility |
| 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>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 fund and support our work. We work with a wide range of funders: from corporate strategic partners and project funders, to charitable trusts and foundations, alongside other partners such as the NHS, unions, charities and the government.</p> <p>We have an exciting maternity leave cover position for a skilled partnerships fundraiser to join our supportive and rapidly growing team. You will manage and help develop our group of amazing partners, and pursue opportunities to establish new partnerships.</p> <p>This role is a great opportunity for someone looking for a new challenge and keen to take the lead on an increasing number of innovative, high profile national partnerships.</p> <p>You will need to communicate the vital importance of our work in a way that persuades organisations to work with and, crucially, to fund our charity. New business development and ongoing relationship management are both crucial to maintain and establish long-term partners with sustainable income streams for the organisation. As Partnerships Manager, you will play an important role in realising our vision and impact on communities in-need.</p> <p>We are looking for someone who is a self-starter and able to use their own initiative to generate ideas as well as leads. You will need to have a good understanding of what it takes</p> |

| | |
|--|---|
| | <p>to be successful in this role and to quickly become a key player within the partnerships team.</p> <p>We welcome applications from people who may have struggled with maths or numbers and have a personal understanding of the experiences of our beneficiaries. Training and support will be provided to help understanding of these issues.</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> |
| <p>Overview of main duties:</p> | <p>You will play a key role in the charity and will work closely with the CEO and broader team to:</p> <ul style="list-style-type: none"> • Lead on the account management of existing high value partnerships with swift autonomy. • Maximise the impact of existing partnerships and secure timely partnership renewals. • Identify and build a strong pipeline of new relationships, proactively pursuing new high-value opportunities. • Contribute to, develop, and fulfil strategies for key projects, such as National Numeracy Day fundraising, core funding, partner events, staff engagement and communications. • Lead on trust and foundation applications and reporting. • Ensure 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. • Oversee fundraising and partnerships reporting with all internal and external stakeholders. • Contribute to developing and embedding client relationship management systems that underpin effective relationship management and fundraising. • Proactively assist with the strategic development of the charity's work, including contributing to and exploring new ideas aligned to our mission. • Work closely with the External Relations team where our communications, fundraising and partnerships align, and specifically with facilitating 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 and help co-ordinate the work of the Fundraising and Partnerships Assistant, delegating tasks where appropriate. • 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 relationship manager and 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>Essential skills/experience</p> | <ul style="list-style-type: none"> • Strong interpersonal skills and a good understanding of the motivations of funders and partners. • Experience of a charity fundraising/partnerships environment and successful relationship management. • Experience of developing new funding pipelines and approaches to galvanise new partnerships. • A demonstrable ability to write, prepare and present compelling funding bids, proposals and applications. • An understanding of the importance of aligning and reinforcing strategic direction with partners who share our values and ambition to improve numeracy across the UK. • The ability to contribute to 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. • Experience of corporate fundraising for strategic partnerships and project funding. • Good knowledge of Microsoft 365 applications, for example Word, Excel and SharePoint, with experience of PowerPoint. |
| <p>The details:</p> | <p>We are offering:</p> <ul style="list-style-type: none"> • Competitive salary of £41,000 per annum (prorated for part time) • 37.5 hours a week (prorated for part time) • 33 days' holiday a year (including bank holidays) or pro rata • A full induction and a supportive approach to career development • Company pension scheme with 6% employer contribution • Flexible approach to office/hybrid/home working • Multiple staff social opportunities • Employee Assistance Programme • Equality, Diversity and Inclusion strategic plan <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/home working and welcome applications from candidates interested in office, hybrid or predominantly home working options. We also offer flexible working hours based around a core hours system.</p> <p>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> |

How to apply

Interested? Please apply by sending a cover letter and CV to Sharon Cooper at sharon@charitypeople.co.uk by 4th July 2022. The cover letter should outline your suitability for the role with reference to the job description. You should also include a paragraph (300 words max) outlining why you think organisations should fund National Numeracy. **Applications without a cover letter will not be accepted.**

* 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.