

Appointment of Business Development Manager



Introduction

Welcome

National Numeracy's vision is for everyone in the UK to get on with numbers so they can get on in 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 - National Numeracy Day 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 it’s 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 eight 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

The Programmes Team is currently a team of 13, managing our activity to improve numeracy across the UK.

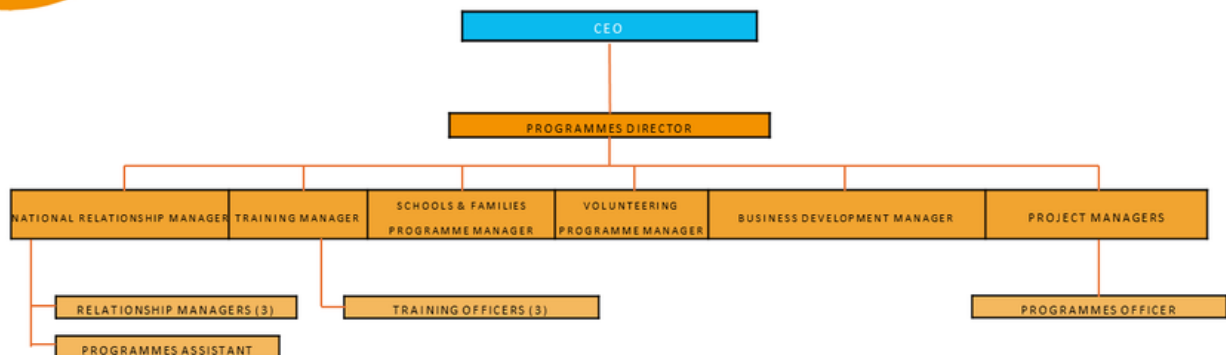
This includes: the National Numeracy Challenge learning platform for adults; training and managing trained Numeracy Champions; delivering workshops; managing our partnerships with delivery partners, such as local authorities, the NHS, the Lord Mayor's Appeal in London, and the DfE; working with schools to engage staff, parents & carers in children's numeracy; and training corporate volunteers to share the benefits of maths in the workplace with primary school children.

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.



Programmes - Organogram



Job Description

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| Job Title | Business Development Manager (Statutory Funding) |
| Hours and type of contract | Full time or Part time by negotiation (minimum 0.8 FTE) 12 Month FTC |
| Reports to | Paul Milner, Programmes Director |

About You

Do you have experience of generating statutory income from local authorities and central government? Would you like to get involved in an exciting and fulfilling opportunity at a charity that offers the chance to really make a difference?

The UK has a problem with numbers, and it is holding us back. Shockingly, around half the working-age population have primary school levels of functional numeracy. '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 £480 million a week.

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.

We offer a range of programmes in local areas, including provision of our learning platform, the National Numeracy Challenge, by training Numeracy Champions to support colleagues in the workplace or in the community, by running 'Confidence with Numbers' and 'Help Your Child Love Maths!' workshops, and by providing Family Maths resources for families to use together.

Following a period of rapid expansion at the charity and success working with local authorities as part of the government's 'Multiply' initiative, we are now looking to identify new opportunities to work in local areas across England, Scotland, Wales and Northern Ireland.

We are looking for someone with knowledge of the adult skills landscape, who can work to grow our understanding of local and national funding streams, such as the UK Shared Prosperity Fund and Adult Education Budget, as well as potentially exploring charitable funding from corporates, trusts and foundations. You will work alongside the Relationship and Project Management teams to win new funding in 2024 and to establish new pathways to funding in 2025 and beyond.

Our rates of pay and benefits package are competitive for the charity sector, and we have a stable and motivated team who love working together to make a difference for adults and children in the UK. 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.

National Numeracy is based in Falmer, Brighton, East Sussex, but our expectation is that you will visit our office in Falmer, Brighton occasionally during the year when the work requires. While much of the work for this role can be done from home, you will be expected to travel as needed to identify and secure funding opportunities in areas across the UK.

Overview of main duties

- Identify and secure new sources of statutory funding for National Numeracy's work to support adults with low numeracy.
- Be the in-house expert on the different funding streams that relate to the adult skills landscape in the UK.
- Work with the team to write bids to secure funding opportunities.
- Establish a sustainable plan for continued funding for our programmes in local areas from 2025 onwards.
- Support the Partnerships team as needed on work to secure funding from corporate partners.

Person Specification

Essential Skills/Experience

Demonstrable experience of securing funding, ideally from local statutory sources

Knowledge of adult skills funding across the UK

A passion for our charitable mission to improve numeracy across the UK

Strong communication skills

The ability to build effective working relationships across the organisation and with external stakeholders

The ability to adapt, prioritise and manage a varied workload

Strong attention to detail

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

Willing to represent the charity as a spokesperson and at external events

Highly organised and flexible in your approach

Able to work both independently and as part of a team

Highly self-motivated

Able to communicate well

Terms of Employment

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|-------------------------------------|---|
| Salary | £37,100 |
| Contract | 12 Month FTC |
| Working Hours & Location | 37.5 hours a week Remote working /office working flexibility (head office in East Sussex). 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 |

You'll be joining the only independent charity in the UK dedicated to improving the nation's numeracy at a time when the profile of our charity and the numeracy issue is rising, particularly as the government rolls out a £560 million numeracy programme.

We are looking for someone who is highly motivated with bags of initiative. Experience in the charity sector is not necessary, as long as you can show us that you have relevant transferable skills and an understanding of what it takes to be successful in this role. It's a fantastic opportunity within a small but ambitious and dynamic organisation making a real difference to people's lives and livelihoods.

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 Cover Letter detailing your suitability to the role and your reasons for wanting to work with National Numeracy to Rachel Bignell – Rachel@nationalnumeracy.org.uk

Deadline for applications:
Monday 11th March 2024 @ 5pm

First interviews will take place in the week commencing 18th March 2024 or on a rolling basis. Dates for second stage interviews are to be confirmed. There may be a third stage of interview.

National Numeracy is an equal opportunities employer and all applicants are treated equally and fairly throughout the recruitment and selection process.

* 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.



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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