

# Appointment of Schools & Families Officer





# 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.*









# About The Programmes Team

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The Programmes Team is currently a team of ten, including the role we are recruiting for, working in four mini-teams:

**Relationship Managers:** Our Relationship Managers work to secure government and commercial funding, and lead on our programmes to support adults in the workplace and the community across the UK.

**Training:** Our Training Team develop and deliver workshops online and in person to support all of our programmes, including training Numeracy Champions and Corporate Volunteers, and delivering 'Feeling Better About Maths' sessions.

**Corporate Volunteering:** Our Corporate Volunteering team manage our programme to train volunteers from our partner organisations to visit primary schools and share the benefits of maths in adult life with children in assemblies and the classroom.

**Schools & Families:** This team manages our Schools & Families Programmes which enables us to work with schools to support staff, parents & carers to help children feel more positive about maths. This Schools & Families Officer role sits within the Schools & Families team and will report directly into the Schools & Families Programme Manager.

## Getting the team together

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.

# The Role

In September 2024, National Numeracy launched a new 'Schools & Families' programme to support Primary School staff, parents and carers in increasing pupils' confidence with numbers, positive feelings about maths, and awareness of the value of maths outside of the classroom. The programme also works to improve parents', carers', and school staff's own confidence with numbers and with supporting children with their maths.

The programme has been hugely successful and is growing rapidly – we have now secured funding to deliver activity in all four nations of the UK and we are working with almost 300 schools currently.

The Schools & Families Programme Officer will support the Schools & Families Programme Manager in managing fast-paced activity across the UK, particularly delivering online training directly to school staff, recruiting schools, and visiting selected schools to ensure the success of the programme.

We are looking for someone who can support with this dynamic activity, is flexible, able to manage their time, and willing to adapt to the changing needs of the charity. National Numeracy has an office in Falmer near Brighton, in East Sussex, but the expectation for this role is that you will be based at home, travelling occasionally as needed across the UK.

# Job Description

## Overview of main duties

- **Recruitment:** Support the Programme Manager in recruiting schools across the UK to join the programme.
- **Training & Delivery:** Organise, manage and deliver online training programmes to participating schools, liaising with the Training Manager
- **School Visits:** Visit schools as needed to collect evidence of impact from teachers and children. Actively seek case studies and evidence of impact and feedback on how to continually improve the programme.
- **Deputising:** Deputise for the Schools & Families Programme Manager as needed.
- **Organisational Relationships:** Represent National Numeracy in person and online as needed, and maintain positive relationships with partner organisations and schools.
- **Reporting:** Support the Programme Manager in compiling activity and impact reports for partners and funders.
- **Team Support:** Support the Schools & Families team, the Training team, the Programmes team and the wider National Numeracy Team as needed, to further our charitable mission.

# Person Specification

## You will have:

Experience of training/teaching, either from an educational or workplace background.

Experience of working in the education system.

Natural empathy for disadvantaged adults and a clear passion for enabling social mobility.

Strong communication skills and the ability to build effective relationships across the organisation and with external stakeholders.

Good experience in Word, Excel and PowerPoint, online communication tools such as Zoom, and a willingness to get to grips with a range of software tools and packages.

The ability to adapt, prioritise and manage a varied workload.

Strong attention to detail.

## You will be:

Highly organised and flexible in your approach

Confident with delivering online training.

Able to work pro-actively independently and as part of a team.

Able to work and deliver online training from home.

Able to visit schools where needed.

Highly self-motivated.

Willing to represent the charity at external events.

Able to identify with the mission of the charity and why it is important.



# Terms of Employment

<b>Salary</b>	£27,560
<b>Contract</b>	12Month FTC initially
<b>Working Hours &amp; Location</b>	37.5 hours a week Remote / hybrid / office working flexibility (Head Office in East Sussex) We welcome applications from across the UK
<b>Holiday Entitlement</b>	33 Days (FTE) including Bank Holidays
<b>Pension</b>	6%
<b>Other Benefits</b>	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.

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 a Cover Letter detailing why you would be a good fit for the role to Rachel Bignell - [HR@NationalNumeracy.org.uk](mailto:HR@NationalNumeracy.org.uk)

**Deadline for applications:  
Monday 1<sup>st</sup> September 10am**

Please note that we will likely begin interviews before the closing date and reserve the right to close the application as soon as we make an appointment.

\* 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).

Telephone: +44(0)1273 915044

Email: [enquiries@nationalnumeracy.org.uk](mailto:enquiries@nationalnumeracy.org.uk)

Twitter: @Nat\_Numeracy

LinkedIn: @national-numeracy

[www.nationalnumeracy.org.uk](http://www.nationalnumeracy.org.uk)

