

Appointment of Programmes Assistant



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 Programmes Assistant will work with the Programmes Team in delivering our activities with schools, employers and individuals and help the team to deliver our programmes targeted at improving people's confidence and skills with numbers in everyday life.

A major part of this role will be to support our Schools & Families Programme Manager in delivering our new programme to support numeracy in primary schools. You will also work with other members of the Programmes Team to assist with our work to support adults across the UK with improving their numeracy.

This role will involve working with internal team members and liaising with schools to arrange training sessions, workshops, resource delivery and data collection. You will be the first point of contact for project participants and will be central to supporting schools who work with us.

We are looking for someone who is flexible, keen to learn, and able to use your own initiative. It's not imperative that you come from the education or charity sectors or that you have held an equivalent role previously, 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.

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

- Provide administrative support for our new Schools & Families programme, liaising with primary schools as directed to ensure successful engagement and lasting impact.
- Assist the team as needed, including booking meetings, taking notes, preparing documentation, ordering merchandise, and other admin tasks as required.
- Support the Programmes Team in recruiting schools to participate in our programmes.
- Support the overall delivery with project partners, such as through regular email or phone communication or attending meetings.
- Write simple copy to support the delivery of programmes.
- Pro-actively build and maintain good working relationships with colleagues, partners and beneficiaries to reflect the values of the organisation and ensure the successful delivery of our commitments.
- Maintain accurate records, using in-house project management and customer relationship systems to assist with the smooth running of our charitable activities.
- Work with the team to monitor activity and impact across multiple projects and to gather learnings to inform the direction of future projects, including preparing surveys and collecting feedback and data from project participants and partner organisations.
- Administer the GDPR compliance process when bringing on new partners.
- Other support tasks across the team as may be required from time to time. Your workload will vary according to the cycle of different activity undertaken by National Numeracy across the year.

Person Specification

Essential Skills/Experience
Excellent organisational, multi-tasking and prioritisation skills
The ability to adapt, prioritise and manage a varied workload.
Highly organised and flexible in your approach.
Excellent written and verbal communication skills.
Strong attention to detail.
Keen to learn new skills.
Enthusiasm for improving processes to make them as efficient as possible.
Ability to build effective relationships across the organisation and with project partners and beneficiaries.
Able to work both independently and in a positive way as part of the team.
Highly self-motivated.
A dynamic, systematic approach during periods of high workload.
Able to identify with the mission of the charity and why it's important.
Experience with Word, Excel, PowerPoint and willing to get to grips with a range of software tools (including project management systems, CRM and surveying tools).

Terms of Employment

Salary	£24,570
Contract	12Month FTC initially
Working Hours & Location	37.5 hours a week Remote working /office working flexibility (head office in East Sussex) with regular travel 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

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 a Cover Letter detailing why you would be a good fit for the role to Rachel Bignell - HR@NationalNumeracy.org.uk

Deadline for applications:
9am Wednesday 1st May

First interviews will take place on a rolling basis and we may close the job earlier if the correct candidate is found.

* 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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