

Job Title:	Volunteering Programme Manager
Hours and type of contract:	Either full time or part time: between 0.6 and 1.0 FTE (which can be worked flexibly)
Reporting to:	Programmes Director
Location:	Flexible options
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 use 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. This costs the UK economy a staggering £20 billion each year.</p> <p>Enabling social mobility: Basic maths skills and confidence with numbers provide a gateway to financial inclusion, well-being and employment prospects. Without number confidence and skills, people are locked out of many life opportunities. This problem is handed from one generation to the next.</p> <p>Enabling a fairer society: Poor numeracy blights lives and livelihoods, and it contributes to pervasive problems from unemployment to poor health and debt. At National Numeracy we focus our support on disadvantaged individuals and communities most in-need, where we can have the greatest impact.</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. We encourage applications from all, regardless of age, race, colour, creed, background, nationality, previous life experience, gender, sexual orientation, and disability status.</p>
Introduction to the role:	<p>A new and exciting opportunity has arisen for a Volunteering Programme Manager. This person will develop and launch a new volunteering programme that will increase our positive impact on numeracy in the UK by engaging volunteers from National Numeracy's corporate partners.</p> <p>We are looking for someone who is flexible, a self-starter and able to use their own initiative. The successful candidate will be comfortable liaising with staff at all levels within the organisation as well as with our corporate partners.</p> <p>This new role will be responsible for designing, developing and executing a high impact volunteering programme, leveraging existing corporate partnerships and establishing new links with other organisations. For example, the programme may involve enabling volunteers to spread the word about the value of real-life numeracy in schools, or to encourage adults in the workplace to improve their confidence with numbers. It will meet the needs of our beneficiaries and will support our mission and reflects our values. It will also be attractive to partner organisations, meeting their corporate responsibility and volunteering needs, while supporting the personal growth of volunteers, with minimum barriers to inclusion.</p>

	<p>We are looking for this to be developed, tested, refined and launched in full by autumn 2022. The Volunteering Programme Manager will also devise the process by which volunteers are recruited, inducted, trained, and paired with schools and communities. They will manage the programme, working with our wider team to evaluate the activity and its impact, and take steps to increase participation. This new role is a fantastic opportunity within a small but ambitious and dynamic organisation making a real difference to people's lives and livelihoods.</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. This role will include travel to visit partner and recipient organisations in London and wider locations.</p>
<p>Overview of main duties:</p>	<ul style="list-style-type: none"> • Develop, launch and manage a high-impact volunteering intervention that supports the improvement of number confidence and numeracy skills across the UK. • Ensure that the corporate volunteering offer increases business involvement and support for National Numeracy. • Determine and implement the structure necessary to enable a successful, scalable, supported, and ongoing volunteering programme. • Develop a 'best-in-class' volunteer recruitment approach to deliver a diverse, engaged, stable and representative volunteer base. • Manage delivery partner relationships for the programme e.g. schools, community groups. • With support from the External Relations team, create any necessary assets and design and implement a volunteering communications plan. • Create a system to match volunteers to appropriate beneficiaries. • Work with our External Relations and Partnership teams to plan and launch the offer, ensuring visibility to potential future partners. • Establish consistency in processes, ensuring all checks and documentation are compliant with regulations, with appropriate onboarding and volunteer training. • With support from the Impact and Evaluation team, design ways to evaluate the programme using data and by getting regular feedback from volunteers and partners, then work to improve volunteer engagement and identify ongoing volunteering opportunities. • Develop and manage delivery of a comprehensive volunteer induction and training programme ensuring a consistent approach across all partners, such that all volunteers understand and can represent National Numeracy's mission and values. • Manage all volunteering activity, nurturing a positive, collaborative and eventually thriving volunteer community, and a team-wide focus on a great new volunteer experience.
<p>Essential skills/experience:</p>	<ul style="list-style-type: none"> • Motivated by what we do as a charity and why it's important • Strong written and verbal communication skills • Experience of devising, administering, or managing volunteering offers or comparable initiatives • Ability to build effective relationships across the organisation and with external stakeholders, such as partner representatives and volunteers • Good organisational, multi-tasking and prioritisation skills • Flexibility in your approach, and ability to work both independently and as part of a team • Competent in Word, Excel and PowerPoint (or other presentation programme) • This role will require a DBS check

<p>The details:</p>	<p>We are offering:</p> <ul style="list-style-type: none"> • Salary of £30,000 per annum pro rata • 22.5 to 37.5 hours a week (0.6 to 1.0 FTE), which can be worked flexibly • 33 days' holiday a year including bank holidays, pro rata • Company pension scheme • Flexible approach to office/hybrid/remote working • Equality, Diversity and Inclusion strategic plan • Employee Assistance Programme and other benefits • Multiple staff social opportunities <p>Initially we are offering a one-year fixed term contract to develop, launch and begin management of the volunteering offer. There may be potential for this to translate to a permanent role.</p> <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 have an open hybrid approach to office/remote working and welcome applications from candidates interested either in office or predominantly remote working options.</p> <p>National Numeracy is an equal opportunities employer and all applicants are treated equally and fairly throughout the recruitment and selection process.</p>
<p>How to apply:</p>	<p>In the first instance, please submit a CV with covering letter of no more than two pages to Emily Kramers at enquiries@nationalnumeracy.org.uk by 9am on 23rd March 2022.</p> <p>Please include in your covering letter an outline of your suitability for the role with reference to the essential skills and experience criteria. Applications without a cover letter will not be accepted.</p> <p>* 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.</p>