

<b>Job title:</b>	<b>Programmes Assistant</b>
<b>Hours and type of contract:</b>	Full time (or minimum 0.8 FTE); permanent
<b>Reporting to:</b>	Project Manager
<b>Location:</b>	Flexible: hybrid, remote or in our Falmer, East Sussex, office
<b>Introduction:</b>	<p><b>We are on a mission</b> 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><b>The issue:</b> 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><b>Enabling social mobility:</b> Basic number skills and confidence provide a gateway to financial inclusion, well-being 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><b>Enabling a fairer society:</b> 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><b>Our diversity:</b> 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 minority ethnic groups, LGBTQ+ people and people with disabilities to apply for this role.</p>
<b>Introduction to the role:</b>	<p>The Programmes Assistant will work with the Programmes Team in delivering our activities with schools, employers and individuals and help run our programmes targeted at improving people's confidence and skills with numbers in everyday life. We work digitally through our unique online systems, accessed by thousands every month, and through employer and school-based projects.</p> <p>This role will involve working with internal team members and external partners to support our programmes, including arrangements for meetings, training, workshops, resource delivery, data collection and communication with partners. You will be a key point of contact for project participants and will play a key role in supporting partner organisations who work with us. The successful candidate will be comfortable communicating with organisational partners as well as with individual beneficiaries of our programmes.</p> <p>We are looking for someone who is flexible, able to use their own initiative, and willing to learn. It's not imperative 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.</p> <p>National Numeracy is based in Falmer, just outside Brighton, but we are offering significant remote/hybrid and flexible working with this role. For this role, being able to attend the Falmer office regularly would be an advantage. The role may also include occasional UK travel for meetings.</p>
<b>Overview of main duties:</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to the Programmes Team, including booking meetings, taking notes, preparing documentation and other admin tasks as required.</li> <li>• Support the Programmes Team in recruiting schools, employers and individuals to participate in our programmes.</li> <li>• Support the overall delivery with project partner organisations, such as through regular email or phone communication and attending online and in-person meetings.</li> <li>• Write simple copy for use with partner organisations, to support the delivery of programmes.</li> <li>• Assist the Programmes Team in organising workshops and training sessions, both online and face-to-face, and delivering resources to programme participants.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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 project commitments.</li> <li>• Maintain accurate records, using in-house project management and customer relationship systems to assist with the smooth running of charitable activities.</li> <li>• 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.</li> <li>• Support the administration of the GDPR compliance process when bringing on new partners.</li> <li>• 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.</li> </ul>
<b>Essential skills/experience</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to build effective relationships across the organisation and with project partners and beneficiaries.</li> <li>• Familiarity with Word, Excel and PowerPoint and a willingness to get to grips with a range of software tools and packages (including project management systems, CRM and surveying tools).</li> <li>• Strong organisational skills and attention to detail.</li> <li>• The ability to adapt, prioritise and manage a varied workload.</li> <li>• Highly organised and flexible in your approach.</li> <li>• Able to work both independently and as part of a team.</li> <li>• Highly self-motivated.</li> <li>• Willing to learn.</li> <li>• Able to identify with the mission of the charity and why it's important.</li> </ul>
<b>The details:</b>	<p>We are offering:</p> <ul style="list-style-type: none"> <li>• Salary of £21,255 per annum (full-time)</li> <li>• 37.5 hours a week (full-time)</li> <li>• 33 days' holiday a year including bank holidays</li> <li>• Company pension scheme</li> <li>• Flexible approach to office/hybrid/remote working</li> <li>• Full induction and a supportive approach to career development</li> <li>• Equality, Diversity and Inclusion strategic plan</li> <li>• Multiple staff social opportunities</li> <li>• Employee Assistant Programme</li> </ul> <p>National Numeracy offers a supportive, friendly culture with a focus on well-being 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. National Numeracy is an equal opportunities employer, and all applicants are treated equally and fairly throughout the recruitment and selection process.</p>
<b>How to apply</b>	<p>In the first instance, please submit a CV with covering letter of no more than two pages to Rachel Bignell at <a href="mailto:HR@nationalnumeracy.org.uk">HR@nationalnumeracy.org.uk</a> by 9am on Monday 3<sup>rd</sup> April 2023.</p> <p>1<sup>st</sup> Round interviews will take place between 6<sup>th</sup> – 14<sup>th</sup> April 2023. 2<sup>nd</sup> Round interviews will take place in the w/c 17<sup>th</sup> April 2023.</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>