

## Administrator

### About Number Champions

We set up Number Champions in 2018 to transform the lives of children in state primary schools who struggle with numeracy.

We currently have two part-time members of staff, our Head of Operations (HoO), who works directly with our Chair managing all aspects of the charity and an Administrator. Due to the growth of the charity, our Administrator is progressing to a new role of Schools Relationship Manager (SRM), and we are now recruiting a replacement Administrator.

Most of the activities of the charity are delivered by volunteers. Our In-School Volunteers (ISVs) spend a year with each child in weekly one-to-one sessions. The volunteer uses maths games and other creative activities to engage the child and to help them build confidence and skills and so overcome the 'maths barrier'. Helping the children at this early stage puts them back on track to achieve their full life potential, in a world where some fluency with maths and numbers is such an essential building block.

Former teachers volunteering with us as 'Mentors' train and support these ISVs.

Now in our sixth year, we are working across fourteen London boroughs in 32 partner schools, with over 110 ISVs supporting more than 300 children. We plan to grow these numbers year by year.

Everyone at Number Champions is passionate about helping to improve children's educational and life chances.

### The Administrator role

The administrator will work closely as a team with the HoO and the SRM, with the HoO as line manager. The role is crucial to maintaining quality of delivery to our volunteers, our partner schools, and the children we support.

The role is for an equivalent of two days a week and is to be spread over three or four days. This is to be during school term times only. The role is initially to run from September 2024 to July 2025, but the intention is to make it permanent subject to our obtaining funding and to the performance of the roleholder.

### Core responsibilities

- Manage the administration processes of onboarding volunteers and schools
- Gather, capture, and maintain the charity's data in our management system
- Communicate with volunteers and with office and finance staff at partner schools
- Raise invoices
- Manage basic bookkeeping
- Assist in purchasing
- Provide occasional cover for other staff, as required
- Other activities as required from time to time to support the HoO, SRM, and charity.

## **Impact on the organisation**

You will communicate directly with our volunteers and partner schools and you will have direct input into the development of the charity. Further progression in Number Champions may be possible, either via role expansion or by applying to new roles.

## **Required skills and experience**

- Administrative or professional background
- Attentiveness to accuracy
- Proficiency in Microsoft Office (and knowledge of Google Suite would be advantageous)
- Excellent interpersonal skills and the ability to build productive working relationships remotely with staff, volunteers, and schools
- Good time management skills and the ability to prioritise
- Commitment to the mission of the charity to help young children with maths.

Basic bookkeeping experience is desirable but not essential.

## **Location and time management**

The management of the charity operates virtually. The role will be done remotely, from the roleholder's location of choice, but there will also be a requirement to attend occasional in-person meetings with the staff team and potentially others. These meetings will be in Central London or in a North London location suitable for the roleholder.

Working hours are 14 hours a week. At least 10 fixed hours (to be agreed) will be in normal office hours, with the other 4 hours to be agreed by mutual consent on a rolling basis.

## **Expenses**

You will pay for your own travel for up to one return trip per month within London. Beyond that, we will pay necessary travel expenses. We will also pay home office expenses.

## **Additional Requirements**

- Successful DBS check (organised and paid for by the charity)
- Agreement to all policies and procedures of the charity.

## **Training and development**

- Induction will be managed by the HoO and SRM to ensure you are up to speed with all aspects of the charity, and they will be available to support you at all times
- You will join training in London for ISVs to get an insight into the core activity of the charity
- The charity is willing to consider additional training which you identify as relevant to the better performance of the role.

## **What you will get out of it**

You will develop your skills and experience; and you will collaborate with dedicated people. You will have the satisfaction of knowing that your contribution is both facilitating the support of many more children and enabling us to improve our volunteers' experience, so helping us to lay strong foundations for continued growth.

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



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(England and Wales)

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