

Appointment of Partnerships Manager



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 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 Partnerships Team

National Numeracy is an ambitious, forward-looking charity that is highly engaged in the world around us. The Partnerships Team sits within External Relations, which connects our work with beneficiaries, communities, partners and policymakers.

The Partnerships Team is responsible for securing and growing the organisation's crucial charitable funding and pro bono support. We achieve this through powerful, long-term strategic partnerships, primarily with corporates, trusts and foundations. You can read more about our amazing, award winning partnerships with some of the country's leading businesses and charitable funders [here](#).

We love working with our partners and supporters, who all share our passion and vision for addressing the issue of low numeracy in the UK. Through initiatives such as the [National Numeracy Leadership Council](#), [Gender Taskforce](#), and the [Corporate Volunteering Programme](#), national campaigns such as [National Numeracy Day](#) and [Number Confidence Week](#), and collaborative [research](#), our partnerships help drive the impact of the charity.

Partnerships is a small but highly effective team, with three Partnerships Managers and a Partnerships Officer working directly with the Director of External Relations and the Chief Executive, who is a former Director of Development. As part of External Relations, partnerships sits within a larger team of 15 in total, covering communications, marketing and social media, campaigns, creative design, events and celebrity liaison.

The team is currently half way towards its annual income target of £1.3 million this calendar year.

We care deeply about our work and colleagues and are always seeking to learn, evolve and improve both our practice and our culture.

Our teams are spread across the UK and are predominantly remote-working, but we do have hybrid and office-based colleagues, with our HQ in Brighton and access to flexible office space in London. Teams come together regularly 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.

We work with a wide range of partners: from corporate supporters and charitable trusts and foundations to employers, such as the NHS, unions, charities and the government. All of this is supported by a fantastic staff team, a highly active Board of Trustees and the National Numeracy Leadership Council.

We have an exciting new role for a skilled partnerships fundraiser to join our supportive team. You will spot and develop opportunities to establish new partnerships, as well as manage and help develop our group of amazing partners.

This role would suit a fundraising or partnerships executive, or equivalent, looking to step up, or it could be a great opportunity for someone looking for a new challenge and keen to take the lead on an increasing number of innovative, high-profile national partnerships.

You'll need to communicate the vital importance of our goals in a way that persuades organisations to work with and, crucially, to fund our work. New business development and ongoing relationship management are crucial as we seek to establish long-term partners and sustainable income streams for the organisation. As Partnerships Manager, you will play an important role in realising our vision.

We are looking for someone who is flexible, a self-starter and able to use their own initiative to generate ideas as well as leads. It's not imperative that you come from the charity sector 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. We welcome applications from people who may have struggled with maths and numbers and have a personal understanding of the experiences of our beneficiaries.

National Numeracy is based near Brighton but with significant home working potential. The expectation is that you will be in the office occasionally when the work requires it, but we offer significant flexibility opportunities. The role may include regular travel to London and beyond.

We welcome applications from candidates looking to work either four or five days per week.

Overview of main duties

You will play an instrumental role in our development and will work closely with the CEO, Director of External Relations and broader team to:

- Identify and build a strong pipeline of new relationships, proactively pursuing and securing new funding opportunities.
- Manage a diverse range of existing partnerships to secure renewed funding by maximising their impact.
- Contribute to trust and foundation applications and reporting.
- Play an important role in ensuring that funding aligns with the charity's strategic aims and contributes to its long-term goals and sustainability.
- Develop multi-year partnerships and translate one-off funding into longer-term support where possible.
- Work closely with the External Relations team where our communications contribute to our fundraising aims and partnership development, and to develop support for our high profile, national campaigns from our partners.
- Work with the Programmes team to ensure that funded activities meet expectations and enhance broader relationships.
- Work with the Impact and Evaluation team to create engaging reports demonstrating the positive impacts of our work and partnerships.

Person Specification

Essential Skills/Experience
Strong interpersonal skills and a good understanding of the motivations of funders and partners.
Experience of a fundraising/partnerships environment and experience of relationship management.
A demonstrable ability to write and prepare compelling funding bids, proposals and applications.
An understanding of the importance of aligning strategic direction with partners who share our values and ambition to improve numeracy across the UK.
The ability to contribute to a multi-year strategy, activity plan and budget to deliver growth.
The skills and experience to relate professionally to senior executives, trustees, etc.
The ability to manage multiple relationships proactively within clearly defined timescales, whilst keeping internal and external stakeholders involved, informed and inspired.
Strong administrative skills and experience working with online tools such as a CRM.
Willing to represent the charity as a spokesperson and at external events.
The ability to prioritise and manage a varied workload.
Highly organised and flexible in your approach.
Excellent experience in Word, Excel and PowerPoint and willing to get to grips with a range of software tools and packages such as a media monitoring and CRM.
Able to identify with what we do as a charity and why it's important.

Terms of Employment

Salary	£37,100
Contract	Permanent
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 to Rachel Bignell at rachel@nationalnumeracy.org.uk, along with a cover letter detailing your suitability for the role and why you wish to work with National Numeracy.

Deadline for applications:
9am Monday 15th April

First interviews will take place 19th April. Dates for second stage interviews are to be confirmed. There may be a third stage of interview.

National Numeracy is an equal opportunities employer and all applicants are treated equally and fairly throughout the recruitment and selection process.

* 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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