

Appointment of Training 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.





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.



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.

About The Programmes Team

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The Programmes Team is currently a team of nine including this role we are recruiting for, working in four mini-teams:

Training & Workshops: National Numeracy's small but dynamic training team run a range of interactive workshops in which we train Numeracy Champions and Volunteers to deliver our three main programmes: 'Schools & Families', 'Supporting Adults' and 'Corporate Volunteering' in schools, workplaces and community settings. The team also deliver workshops and webinars directly to adults, to boost their confidence so that they feel less anxious about the numeracy in their lives and can get started with improving their maths. The majority of training is delivered online, with occasional in-person sessions where needed. The Training Manager reports directly to the Programmes Director and leads this team, line managing one Training Officer.

Schools & Families: This team manages our hugely successful Schools & Families Programmes which enables us to work with schools to support staff, parents, carers and children to feel more positive about maths. Training Numeracy Champions in schools plays a crucial role in this programme.

Supporting Adults: Our Relationship Manager leads on our programme to support adults to improve their numeracy in workplaces and communities across the UK. The training team support this by training Numeracy Champions who then support their colleagues or adults in the community with improving their numeracy.

Corporate Volunteering: Our Corporate Volunteering team manage our programme to bring volunteers from our partner organisations into schools to share the benefits of maths in adult life with children in assemblies and the classroom. The training team prepare our volunteers to deliver impactful visits to schools.

Getting the team together

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.

The Role

Our training team is absolutely central to the success of our mission at National Numeracy. In order to reach and support as many adults and children across the UK as possible, we take an online train-the-trainer approach, by training Numeracy Champions and Volunteers in different settings. We do not teach any maths - instead we train Champions to raise awareness of the value of numeracy, supporting others to overcome anxieties, build confidence, and feel better about using and improving basic maths. We do not work with children directly, but train teachers as Numeracy Champions to support children and their families.

This team of two therefore have a busy calendar of training delivery, as well as the admin associated with this and with the work around capturing the impact measurement of our training. We are looking for someone who is not only an excellent and empathetic trainer who can confidently and reliably lead this dynamic activity, but can also work strategically with our Programmes Director to develop our training further, while line managing and developing our Training Officer.

The successful candidate will work closely with the other Programme Managers to ensure smooth and successful delivery of our activity, as well as across our wider team, managing the training budget, and liaising with our External Relations and Operations & Impact teams. This role is important in collecting impact and case studies as there it has regular direct contact with our Champions and our beneficiaries. There will also be opportunities to keep the whole National Numeracy team and our Board of Trustees informed about our training programme.

Quality assurance is central to this role – we want our training to be of a very high standard and constantly improving. The Training Manager is responsible for securing continuing CPD accreditation for our training and for ensuring that our workshops accommodate accessibility needs wherever possible.

National Numeracy has an office in Falmer near Brighton, in East Sussex, but the expectation for this role is to be primarily home-based, with occasional travel required for in-person training sessions. A candidate who can travel easily by rail would be advantageous.

Job Description

Overview of main duties

- Lead the Training Team on developing and delivering training for all of our programmes.
- Manage National Numeracy's training programmes, including project and budget management.
- Manage the scheduling and delivery of training workshops to fulfil our commitments.
- Ensure that data, evidence and case studies are collected so that we can demonstrate the success of our training to prospective delivery partners and funders.
- Recruit, line manage and develop the Training team, ensuring that we have appropriate capacity to deliver our commitments.
- Develop and maintain all resources to support trained Numeracy Champions.
- Travel as needed to deliver occasional in-person training across the UK.
- Work across our team to incorporate our changing provision and campaigns into our training.
- Continuously improve existing programmes according to feedback from attendees and changing organisational priorities.
- Develop, pilot and launch new training programmes as needed.
- Secure CPD accreditation for our training where appropriate.
- Act as the internal team expert in delivering training.
- Work with the Programmes Director to keep Trustees and external organisations informed of our training and our plans for the future.
- Develop and deliver informative webinars on building confidence with numbers.
- Develop occasional 'confidence building' resources for partner organisations as needed

Person Specification

You will have:

Excellent training delivery skills, both online and in person.

Experience of line management.

High standards for the quality and delivery of all of our training programmes.

A passion for improving numeracy across the UK, and a belief that our interventions can make a difference.

The ability to build effective working relationships across the charity, and with external partners and funders where appropriate.

The ability to adapt direction and workload as needed.

Project management and budgeting skills.

You will be:

Highly organised and flexible in your approach

Confident with delivering online training.

Have the flexibility to pivot at short notice and adapt our work to meet changing priorities.

Able to work both independently and as part of a team.

Able to work from home.

Able to communicate well.

Highly self-motivated.

Passionate about our impact on children and the adults who support them.

Terms of Employment

Salary	£35,000
Contract	12Month Fixed Term Contract initially
Working Hours & Location	30 or 37.5 hours a week Remote / hybrid /office working flexibility (Head Office in East Sussex) We welcome applications from across the UK but a candidate able to easily travel, by rail, would be advantageous
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

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.

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.

Diversity, Equality and Inclusion

We recognise that there is more to do to improve diversity across our organisation and we are actively working to make meaningful, long-term change. We are committed to building a workforce that better reflects the communities we serve and to removing barriers that may prevent people from different backgrounds from joining, progressing and thriving with us.

Through inclusive policies, flexible working, fair recruitment practices and ongoing learning, we aim to create a supportive environment where everyone feels valued, respected and able to do their best work.

We actively encourage applications from people from under-represented and diverse backgrounds, as we know a more diverse workforce will strengthen our organisation and help us deliver our mission more effectively.

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:
Monday 11th May 2026 by 10am**

Please note that we will likely begin interviews before the closing date and reserve the right to close the application as soon as we make an appointment.

* 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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