



Role Profile

Job Title: Numeracy Champion - Multiply	Role Profile Number: SBC_11611
Grade: L	Date Prepared: 23/11/2022
Directorate/Group: Children's Services: Skills, Employment and Lifelong Learning/ Adult Community Learning	Reporting to: Multiply Project Lead
Structure Chart attached:	No

Multiply is a new government-funded programme to help adults who do not have a maths qualification at level 2 (or equivalent) improve their numeracy skills through engagement activities, learning opportunities and qualifications.

Job Purpose

- To deliver a range of targeted engagement and learning activities to our priority groups that positively promote the value of numeracy skills and the range of Multiply (and other) opportunities available to increase these skills.
- To work closely with the Multiply Lead, Mentors and Tutors to increase learner recruitment, attainment and progression in the community and workplaces.

Key Accountabilities

- Positively promote the value of numeracy skills for individuals in our priority groups through targeted engagement activities
- To widen engagement and participation of eligible individuals in Multiply to support the achievement of planned Multiply outcomes
- Support individuals to assess their current maths skill level, identify how this could be improved and provide relevant information and advice to support them to progress
- Deliver personalised one to one and small group numeracy related sessions, including financial awareness
- Research the needs and barriers of communities, workplaces or targeted groups, for example care leavers and suggest potential engagement strategies; this could include co-design

- Equip and support individuals with low confidence in numeracy or maths anxiety to access Multiply opportunities
- Undertake the day to day administration and business processes that support the effective functioning of Multiply
- Support the development of relationships with stakeholders including voluntary organisations, referral agencies, schools and community groups to identify new opportunities which will benefit our priority residents.
- Identify ways to effectively market Multiply provision to referrers and individuals including regular distribution of course information to potential referrers.

Supplementary Accountabilities

- Represent Swindon ACL as requested and appropriate at meetings and external and internal meetings.
- Maintain own CPD and keep up-to-date with changes in legislation and policy and ensure that the service area is compliant.
- Work in partnership with the other SBC teams and Multiply providers to improve service delivery and to promote collaboration across the Council.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience and understanding of this specific 19+ priority group to break down barriers, increase opportunity and supports progression.
- Ability to build basic numeracy skills activities that reduce maths anxiety and increase confidence.
- Good communication skills and the ability to help a broad, diverse group of people and work effectively with community-based partners.
- Ability to build trust with individuals and organisations that enables them to participate in Multiply activities
- Experience of supporting adults to overcome barriers that hold them back from addressing their poor numeracy skills, ensuring that the learners have a positive experience and clear progression opportunities.
- Excellent organisational ability and time management with the ability to work independently or as part team.
- Strong ICT skills including use of Microsoft Office Word, Excel and Powerpoint
- Ability to maintain accurate records and organise paperwork.

Qualifications

- Maths and English at level 2 as a minimum.
- Willingness to attend relevant training and development opportunities to serve as numeracy advocates and support adults in their communities.

Decision Making

- Able to manage own workload and meet deadlines.
- Identify priority improvement actions that once implemented will have most impact on the future delivery.

Creativity and Innovation

- Establishing innovative ways to continually improve our service to learners, tutors, Providers, SBC teams and to meet the requirements in the Ofsted Framework.

<u>Job Scope</u> Number and types of jobs managed - none • • Typical tasks supervised/allocated to others - none •	Budget Holder Responsibility - none Asset Responsibility – Multiply ICT equipment:	Yes/No
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Contacts and Relationships

- Multiply grant funded providers, including Colleges, voluntary sector and private training providers.
- Internally: SBC teams, e.g. Supported Employment team, Care Leaver team, Youth Engagement Worker team, Supporting Housing team and their contractors, Tenant Academy.
- Externally: Voluntary sector, public and private agencies and organisations that could either be used as a source for new eligible and priority learners or as a referring point for learners.

Other Key Features of the role

- This post will include working in community and other stakeholder venues across Swindon.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	