



PM116 - Business Support/Project Manager for Social Enterprise

We are a young business looking to expand quickly, as such we require support with managing and developing new projects, marketing, strategy as well as general business admin.

Numberfit is an award winning mathematics programme and Social Enterprise. Numberfit is the flagship project from Numbermix, which successfully works with schools and nurseries alongside the National Curriculum and EYFS for 3-14 year olds. Our aim is to make maths fun and enjoyable. We use energetic physical activities and team games to teach numeracy and problem solving and are looking to build an entire entertainment brand based around numeracy.

We are a small organisation with big ideas and are growing rapidly. We are looking for an individual with the energy and enthusiasm to help us and to become an important part of our exciting and innovative journey.

The role will include:

- Project Management/Business Development
- Strategy
- Marketing/PR/Sales
- Business Admin

The successful candidate will have creative ideas and be able to see projects through from conception to execution, be highly efficient and be able to prioritise their work load effectively.

They will be able to demonstrate (some or all of the following):

- Management experience
- Business strategy and development
- Excellent written and verbal communication skills
- Be very thorough with good attention to detail
- Highly personable and able to liaise with Clients and Suppliers
- Computer literate with good experience of all Office packages- Able to work on own initiative

It is envisaged that initially the role will be part time.

This is a great opportunity to be part of something new and exciting at the beginning of its journey and grow with it into the future.

Website: www.numberfit.com

Location: Amersham (South Buckinghamshire)

Please apply by sending CV and covering letter to enquiries@numberfit.com using the **subject line PM116**.