



Information pack for the role of **National Programme Coordinator** WorldSkills UK August 2019

WorldSkills UK

Who are we?

WorldSkills UK is dynamic, results driven charity that wants to change the national conversation about skills and young people. We are a partnership between governments, businesses and education and we exist to accelerate young people's development in work and life.

We are part of a global movement working with young people right across the world. In the UK, we are entering an exciting new phase in our development and have ambitious plans for the future. WorldSkills UK works with over 100,000 young people a year with the ambition to grow this to 1,000,000 by 2022. We are excited about the potential of young people and skills to drive change in the UK.

We are a small inclusive team that works with a growing network of dedicated professionals and businesses and we are looking for passionate and thoughtful people that will help us develop innovative solutions to the challenge we have set ourselves.

What do we do?

WorldSkills UK is all about improving the prestige of apprenticeships and technical education, to inspire more young people to consider these as career routes and get off to a better start in work and life.

But it takes more than words to achieve this; it's what we do that works.

We help young people set off in the right direction through innovative and engaging careers advice activities and access to inspiring guidance from role models they can relate to. We engage thousands of young people in skills competitions right across the UK, where they improve their technical and employability skills to the highest possible national standard.

We then select the best in the UK and train them up to compete with the best in the world at the 'Skills Olympics'. We create medal winning, world- class skills champions: young, confident role models, from all backgrounds, who go on to inspire others to follow in their footsteps.

Ultimately we champion young people because they carry our future on their shoulders. Join us in helping more young people go further, faster in work and life.

How do we meet our ambitions?

Directions

We create inspirational role models and run careers advice activities - including the UK's largest careers event.

Champions

We run over 55 skills competitions to find the UK's best skilled young people and train them to compete as Team UK at international competitions - the 'Skills Olympics'. Competing for medals against nearly 80 other countries and over 1000 other competitors.

Accelerate

We undertake thought leadership activities and develop new ways of supporting business and the education sector help young people better prepare for work and life.

The Structure

WorldSkills UK has a dynamic, hardworking staff team of around 40 and is structured into five directorates each directorate is led by a Director who form the Senior Leadership Team which is led by the Chief Executive.

- [Corporate Affairs](#)
- [Operations](#)
- [Finance and Corporate Services](#)
- [Marketing and Business Development](#)
- [Education and Skills Competitions](#)

Governance

WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive so as to ensure it meets its charitable objectives. The Board is made up of representatives of further education, skills and industry ensuring that the organisation's activities are firmly representative of the audiences and target groups it serves in its work.

Disability Confident

WorldSkills UK is signed up to the disability confident scheme. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancies.



Role Information

Role:	National Programme Coordinator
Grade:	Grade D
Directorate/Unit:	Education and Development
Manager:	Education and Skills Competition Manager
Reports:	n/a

Role Purpose

The purpose of this role is to support the National Programme Team with the implementation of operational plans that deliver successful national skills competitions. This will include supporting the activities and actions relating to the national programme cycle, projects across diversity and inclusion and transfer of global standards to maximise local and national activity in the UK.

The successful applicant will have good project coordination skills with a high level of emotional intelligence alongside relevant experience in a fast-paced environment, underpinned by a 'can do' work ethic and high level of probity. The successful applicant will also have a passion for developing programmes for young people to accelerate their personal and professional development.

Key Responsibilities

1. Contribute to successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
2. To coordinate and support skills competitions that raise standards of teaching and learning and serve as a key vehicle for practitioner development across the vocational education and training sector and the workplace, including Apprenticeship/Traineeships.
3. To co-ordinate activities relating to requesting, tracking and quality assuring key documents required from our Competition Organising partners (COPs), ensuring documents are received within set deadlines
4. Co-ordinate and support the planning and event delivery of national skills competition activity across the UK.
5. Administration and co-ordination of local and national projects i.e. CPD, Diversity and Inclusion, and Evaluations
6. Administration and co-ordination of programme office; project plans, reporting, finance, systems, processes (i.e. Quality Assurance) and document management.
7. To support improved engagement in skills competitions by all Stakeholder groups and audiences.
8. Support the National Programme Team by producing reports and data requests using the organisational database and systems.
9. Supporting the Education and Skills Manager in the organisation of skills competitions, to include administration, research of new skills competitions and the development of the existing portfolio.
10. Co-ordinate and support the quality assurance process working with the Education and Skills Competition team to ensure this is completed accurately and on time to meet deadlines.
11. Support the recruitment and briefing of volunteers as required for the national competition cycle.
12. Organise and support communication with competitors and Competition Organising Partners.

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13. Maintain WorldSkills UK established management policies for dealing with risks and issues for the Education and Development Directorate and the wider organisation. Develop and coordinate systems and processes to deal with risks and issues.
 14. Maintains records and files, handling confidential information in compliance with the organisations procedures.
 15. Effectively co-ordinate resources (including agencies, suppliers, contractors) so that all project elements are delivered to acceptable standards on time, to budget and meet the required specification(s)/objective(s).
 16. Support activities/tasks in accordance with the agreed project plan to ensure delivery on time and to budget.
 17. Other duties and/or projects as may reasonably be requested by the Education and Skills Competition Manager acknowledging experience, education and ability.

Person Specification

Key: [E] Essential / [D] Desirable

Qualifications and experience

- Qualifications and/or experience appropriate to the requirements of the job [E]
- Apprenticeship or other relevant project experience [D]
- Experience of providing support to programmes in the publicly funded sector [D]
- Experience of organising events [D]
- An understanding of basic project management principles [D]
- Experience of using Microsoft Office suite as well as using bespoke software programmes for data reporting [D]

Knowledge and skills

- Highly developed administration skills [E]
- Good verbal, written and presentation skills [E]
- Knowledge of further education, apprenticeships and skills [D]

Personal qualities

- Very reliable and with a high level of probity. [E]
- Able to work to own initiative with broad direction. [E]
- Able to think creatively and solve problems. [E]
- Possess a strong work ethic and desire to achieve results [E]
- Flexible in working methods and ideas. [E]
- Excellent team player and collaborative approach to work. [E]
- Enthusiastic and able to motivate others. [E]
- Respect for diversity and inclusion with practical ideas for their implementation within the scope of the post [E]

Special circumstances

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- Prepared to occasionally work outside of normal hours. [E]
 - Prepared to travel within the United Kingdom. [E]
 - Able to spend time away from home. [E]

Summary of Terms and Conditions

- Fixed term for 12 months
- The salary range for this role is £25,000 to £30,000 per annum, pro rata.
- Normal place of work is First Floor, 151 Buckingham Palace Road, London, SW1W 9SZ.
- Minimum of 14 hours, normal working hours are 09:00 to 17:00 Monday to Friday. Occasional weekend work may be required by mutual agreement for which reasonable time off in lieu will be given.
- 25 days annual leave pro rata
- The post is subject to three months' probationary period with 2 weeks' notice.
- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about 21st of the month.

How to apply

Applications should be submitted no later than midday on Friday 13th September 2019 and should include:

- a curriculum vitae detailing your full career history; and
- a supporting statement with evidence of your suitability for the role, taking into account the points listed in the role description and person specification (throughout the recruitment process we will be looking for examples and evidence of your experience, knowledge and skills).

Applications should be submitted by email or post (marked 'Private and Confidential') to:

- Meryem Ozbiloglu
- Senior Human Resources Manager at jobs@worldskillsuk.org

WorldSkills UK is committed to making appointments on merit by fair and open processes, taking account of equality and diversity.