

**Information pack for the role of
Head of National Competitions and
Careers – fixed-term maternity cover
WorldSkills UK
September 2021**

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Why work for WorldSkills UK

At WorldSkills UK, we have big ambitions to help the next generation, our education system and the economy.

We are working to help create a world-class further education system that tackles vocational snobbery head on, so more young people get better opportunities and are not written off because going to University isn't right for them.

We are working to showcase that the WorldSkills UK way of mainstreaming global best practice is working to drive up standards in training, helping more young people and employers succeed.

We are working to help create a more inclusive skills system that gives more young people from diverse backgrounds a better chance of success in work and life.

We are a unique platform working with leaders in education, business and governments across the UK and our partners across the world.

As an employer ourselves we aim to be truly inclusive, offering a hybrid and collaborative working culture. We pride ourselves on having a flexible approach to our working practices and are happy to discuss flexible working options with suitable candidates. Although operating from a London-based headquarters, we welcome applications from candidates across the UK and will always consider requests to work from other locations on a case-by-case basis subject to business requirements.

Join us, if you are ambitious to shape the future of further education, change lives and help create a world-class skills economy for the UK. Because when young people succeed, we all succeed.

About WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education, and governments. Together, we are using international best practice to raise standards in apprenticeships and technical education so more young people and employers succeed.

We are a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills olympics'. The insights we gain from training as part of this global network help us raise standards across the UK.

We innovate to help employers: by benchmarking with skills systems from across the world to inform policy and practice, ensuring high-quality skills and boosting the UK economy.

We develop educators: by sharing international best practice, to deliver high quality training and assessment.

We inspire young people: whatever their background, to choose high-quality apprenticeships and technical education as a prestigious career route.

Our vision

Apprenticeships and technical education are prestigious career routes for all young people.

Our mission

To improve the quality of apprenticeships and technical education for the benefit of all young people and employers.

Structure and governance

WorldSkills UK has a dynamic, hardworking staff team of around 40 and is structured into three directorates each directorate is led by a Director, or the Deputy CEO and CEO, who form the Senior Leadership Team. WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive 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.

Equity, diversity and inclusion

At WorldSkills UK we strongly value equity, diversity and inclusion and recognise that it is critical to our success. We are committed to creating an inclusive environment for all who work with us and strongly welcome applications from diverse backgrounds. WorldSkills UK is an equal opportunities employer that encourages applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. We particularly encourage applications from those from diverse groups, such as women, members of the BAME and LGBTQ+ communities, to join us as at WorldSkills UK.

We are a member of the Disability Confident Scheme and guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies, and

we are committed to making reasonable adjustments at all stages of the recruitment process for candidates to perform to the best of their ability.



About the role

An exciting opportunity has arisen for a highly driven leader with strategic experience working within apprenticeships and technical skills to lead on all activities relating to our national competition-based training programme, careers advocacy and Equity, Diversity and Inclusion work.

As a fixed term maternity cover post, the successful candidate will need to have had extensive experience in leading and delivering, at pace, multiple programmes that have achieved high profile and impact. With a proven track record of consistently driving high quality results the successful candidate will have a passion for working within a charity that focuses on developing young people from all backgrounds to achieve success in work and life.

Job description

Role:	Head of National Competitions and Careers
Grade:	Grade A
Directorate:	Skills Development and Impact
Team:	National Competitions, Careers and Inclusion
Manager:	Deputy CEO
Direct reports:	Senior National Competitions Manager Senior Equity, Diversity and Inclusion Manager Careers Advocacy Manager Educational Resources Manager

Role purpose

The purpose of the role is to lead WorldSkills UK programmes and activity to inspire young people, whatever their background, to choose high-quality apprenticeships and technical education as a prestigious career route.

Key tasks and responsibilities

1. Lead the design, development and delivery of the Competitions-based training programme

- Ensuring the delivery of the National Competition – based training programme is conducted on time, to a high quality and is developing technical skills within all participants.
- Working with the Senior National Competitions Manager and team to ensure the implementation of the national competition standards project is delivered to key milestones, engages external stakeholders and develops a consistent national standard across multiple technical skill subject areas.
- Engaging and developing relationships across the external delivery partner network, education and government ensuring the impact and profile are raised utilising the key findings and outcomes of the National Competition-based training programme and standards project.

2. Lead on the development of WorldSkills UK careers advocacy strategy

- Being the organisation's policy lead on young people and careers, developing opportunities to build partnerships to develop to raise the profile of WorldSkills UK Careers Advocacy work.
- Leading on the development, design and continuous improvement of [WorldSkills UK LIVE](#) creating a platform which engages visitors with the latest developments in careers, apprenticeships and skills.
- Developing and maintaining existing key digital resources and products that maximise the current reach of WorldSkills UK and inspires young people

from all backgrounds to consider an apprenticeship and technical education career pathway as prestigious.

- Working with the Careers Advocacy Manager to build the alumni network providing visible and dynamic role models to young people and ensures their careers journey is showcased.
- Working closely with colleagues at the Education and Skills Funding Agency (ESFA), the National Apprenticeship Service (NAS), the Association of Colleges (AoC), Careers & Enterprise Company (CEC) and other key partners to ensure opportunities to engage schools, colleges and apprenticeship providers are realised.

3. Lead the development of digital technical skill resources

- Overseeing the Educational Resources Manager to develop WorldSkills UK's online education resources and digital technical skills development offer.
- Work closely with the Head of Skills Development and International Competitions to design, develop and deliver the Skills Development Hub (a digital learning management system) and the Developing excellence in teaching and training: CPD event to improve the quality of skills development with the Further Education (FE) workforce.

4. Oversee the development and delivery of the Equity, Diversity and Inclusion campaign and programme

- Working with the Senior Equity, Diversity and Inclusion (ED&I) Programme Manager to develop and deliver our externally facing ED&I strategy ensuring it raises our profile and impact within the education and skills sector.
- Ensuring the projects and campaigns related to ED&I are delivered on time and create positive change.
- Engaging external stakeholders to build profile and awareness of our work and impact in the area of ED&I.
- Engaging internal teams and working closely with the CEO to drive forward our ED&I agenda.

Other:

- Working across and with the Operational Management Team (OMT) to develop and manage communication with key internal stakeholders.
- Produce requirement specifications in line with WorldSkills UK's procurement strategies for all outsourced activity.
- Maintain WorldSkills UK's established management policies for dealing with risks and issues for the Skills Development and Impact Directorate and the wider organisation.
- 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).

- Manage activities/tasks in accordance with agreed project plans to ensure delivery on time and to budget.
- Recruit, manage, support and motivate allocated staff to successfully deliver activities/tasks.
- Contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- All employees are expected to promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with particular reference to those related to Health and Safety and on equality, diversity and inclusion.
- Any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant changes will be made in consultation with the post holder acknowledging experience, education and ability.

Person specification

Key: [E] Essential / [D] Desirable.

Qualifications and experience:

- Experience leading a diverse team and setting direction for complex areas of work [E].
- Experience of developing and managing large scale complex programmes at a senior level [E].
- Good understanding of the post-16 education sector and the skills agenda, particularly relating to Technical Education and Apprenticeships [E].
- Experience working with and engaging young people [E].
- Experience in managing contractors to deliver outsourced work [E].

Knowledge and skills:

- Able to consider the long-term impact and wider implications of decisions and understands and implements strategic change initiatives, helping to introduce changes by focusing effort and commitment on making the change work [E].
- Knowledge of managing multiple projects with a wide range of stakeholders, managing the activities of self and others through effective prioritising, organising, planning and scheduling of activities and resources [E].
- Robust financial management and budget management skills [E].
- Knowledge and understanding of current policies on careers education, further education, apprenticeships and skills [E].
- Able to communicate clearly and concisely to a wide range of audiences [E].
- Ability to motivate and inspire through a range of activities including volunteer development, experiential careers and WorldSkills UK LIVE

experiences that develop and grow a resilient network of stakeholders including individuals, teams, providers and employers [E].

- Intermediate to advanced Microsoft Office skills [E].

Personal qualities and attributes:

- Able to lead and set direction for a wider team [E].
- 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].
- 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 equity, diversity and inclusion with practical ideas for their implementation within the scope of the post [E].

Special circumstances:

- Prepared occasionally to work outside 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 maternity leave cover for 15 months.
- The salary for this role is £55,000 per annum (pro rata).
- Normal place of work is Third Floor, 25 Wilton Road, London SW1V 1LW. Having working largely at home during the Covid-19 pandemic there is an expectation that this role will return to being office based (as above) in the longer term, from the end of September, at least once or twice a week. However, WorldSkills UK is a flexible employer and welcomes applications from candidates across the UK and will always consider requests to work from other locations on a case-by-case basis subject to business requirements.
- Minimum of 35 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday although we pride ourselves on having a flexible approach to our working practices and service delivery and are happy to discuss flexible working options with suitable candidates. Occasional weekend work may be required by mutual agreement for which reasonable time off in lieu will be given.
- 25 days' annual leave which will increase by one additional day for each completed year of service up to a maximum of 30 days plus public and bank holidays.
- The post is subject to six months' probationary period with one months' 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

WorldSkills UK is committed to making appointments on merit by fair and open processes and use a blind recruitment approach. Please ensure that you **submit your application in Word** to help us in this process.

Applications should be submitted no later than 9am on Tuesday 5 October 2021 by email to Nils Kendall, Head of Corporate Services at jobs@worldskillsuk.org and must include:

- a curriculum vitae detailing your full career history with identifying information removed
- 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)
- a separate document containing your contact details.

Equity, diversity and inclusion monitoring

Applicants are also asked to complete an Equity, Diversity and Inclusion Monitoring Questionnaire at <https://www.surveymonkey.co.uk/r/WQS7WS9>.

As an organisation that is continually striving to ensure it is both diverse and inclusive in all areas of its recruitment and employment processes, we would like to collect some additional details from you. This information is classed as sensitive data and you are not obliged to give it to us. You will not be disadvantaged in any way should you choose not to. The information you supply is not used to process your application, nor does anyone directly responsible for the recruitment process ever have access to it. The data is pseudonymised and used by our HR team to understand how best to meet our equity, diversity and inclusivity targets.

Process and timelines

It is intended that first-round interviews will be held via video call w/c 11 October 2021. Short-listed candidates will be advised of the process. Second round interviews will be held via video call w/c 18 October 2021.

Reasonable adjustments will be offered to all candidates and every stage of the recruitment process for further information please contact Graziano Castronovo, Human Resources Officer at jobs@worldskillsuk.org