

**Information pack for the role of
Senior Equity, Diversity and Inclusion
Programme Manager**

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

A unique opportunity has arisen for a highly driven and enthusiastic manager with strategic experience of working within Equity, Diversity and Inclusion (ED&I) to lead on an organisational-wide approach to developing and elevating our external activities in relation to ED&I.

The successful candidate will have extensive experience in leading on senior stakeholder relationship management and delivering, at pace, programmes that have achieved positive change outcomes. With a proven track record of consistently driving high-quality results within externally facing activities, the successful candidate will have up to date ED&I knowledge and demonstrable experience of raising the profile within this setting. 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:	Senior Equity, Diversity, and Inclusion Programme Manager
Grade:	Grade B
Directorate:	Skills Development and Impact
Team:	National Competitions, Careers and Inclusion
Manager:	Head of National Competitions and Careers
Direct reports:	N/A

Role purpose

The purpose of this role is to lead, develop and deliver WorldSkills UK's external Equity, Diversity, and Inclusion (ED&I) campaigns and programmes in a way that engages external stakeholders to drive our ambition to be a leader, partner and ally in creating change in EDI in the sector.

Key tasks and responsibilities

1. Deliver positive action activity for change:

- Lead on reviewing and developing WorldSkills UK's external ED&I strategy and plans to ensure they are fit for purpose and deliver measurable change.
- Engage and work across all WorldSkills UK's teams to drive external campaigns that will launch and report on the work we are doing across the organisation.
- Lead an organisational wide approach to developing our external ED&I activities, providing an overarching framework that elevates WorldSkills UK's ED&I activities.
- Lead on activities with the National Competitions, Careers and Inclusion team to deliver a positive action programme of activity that drives equity, diversity and inclusion in the national competitions' registrations' programme and beyond.
- Develop our role modelling programme to showcase our impact in the areas of ED&I and as a mechanism to encourage more diversity in key areas.
- Communicate outputs to wider networks to showcase the impact of our programme of creating systematic change within the Further Education (FE) sector.

2. Engage external stakeholders:

- Actively engage with external stakeholders and partners on ED&I to promote change across the sector, building sector specific networks to support WorldSkills UK's ED&I strategy and plans.
- Work with senior external stakeholders on ED&I to promote change and WorldSkills UK's change agenda.

- With our Corporate Partnerships team, drive activity relating to our Equity, Diversity and Inclusion (ED&I) Advisory Group.
- Advise and support the development of the CEO's international activities on ED&I with WorldSkills International (WSI).
- Work with the Corporate Partnerships team, by providing the ED&I expertise, to deliver the annual Equity, Diversity, and Inclusion Heroes Awards.
- Track progress against existing and new KPIs and data improvement, reporting regularly to ED&I Advisory Group on progress.

3. Raise the profile of WorldSkills UK's EDI work:

- Lead the continued improvement in profile and impact for WorldSkills UK's ED&I strategy.
- Seek opportunities to raise the profile of WorldSkills UK's activities in the ED&I sector.
- Work with our Corporate Partnerships team to support their commercial and incoming generating activities related to ED&I.
- Work across the organisation to build on existing partnerships and develop strategic partnerships with new partners.

Other:

- Whilst not responsible for WorldSkills UK's internal ED&I activities and agenda it is anticipated that the post holder will spend up to 15% of their time supporting and advising the Corporate Service team on internal ED&I with the remaining 85% spent on external work.
- Manage, support other 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:

- Demonstrable equity, inclusion and diversity expertise [E].
- Experience of leading and delivering, at pace, ED&I programmes that have achieved positive change outcomes [E].

- Proven track record of engaging multiple stakeholders and relationship management at all levels [E].
- Demonstrable experience as a networker within the ED&I sector and/or further education sector [E].
- Project management qualification and/or relevant experience [E].
- Experience of working closely with a driven CEO in a supporting and advising capacity [D].

Knowledge and skills:

- Up to date knowledge of the wider equity, diversity and inclusion agenda [E].
- Ability to clearly and concisely articulate ideas, concepts, and new ideas to engage multiple audiences and successfully influence opinion [E].
- Able to present metrics and report on progress against business objectives and KPIs to all relevant stakeholders [E].
- Strong communication and interpersonal skills [E].
- Able to build a strong external network to understand ED&I practices across other businesses in our industry [E].
- Strong analytical, problem solving and critical thinking skills [E].

Personal qualities and attributes:

- Passionate about equity, diversity and inclusion and making positive change within a wide network [E].
- Excellent team player with a collaborative approach to work [E].
- Enthusiastic and able to motivate others [E].
- Very reliable and with a high level of probity [E].
- Able to work on 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].

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

- Permanent.
- The salary for this role is £45,000-£50,000.
- Normal place of work is Third Floor, 25 Wilton Road, London SW1V 1LW. Having worked 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 **9 am 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 by video call w/c 11 October 2021. Short-listed candidates will be advised of the process. Second round interviews will be held by 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