

**Information pack for the role of  
Skills Development Manager at  
WorldSkills UK  
January 2022**

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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**

The Skills Development Manager will lead and manage the planning, development, and delivery of professional development activities to include events, teaching resources and digital systems to mainstream international best practice to raise capacity in teachers and trainers to deliver a world-class education in the UK.

## **Job description**

<b>Role:</b>	Skills Development Manager
<b>Grade:</b>	Grade C
<b>Directorate:</b>	Skills Development and Impact
<b>Team:</b>	Skills Development and International Competitions
<b>Manager:</b>	Head of Skills Development and International Competitions
<b>Direct reports:</b>	Skills Development Coordinator

### **Role purpose**

The Skills Development Manager will take forward the development, planning and management of three key strands:

#### **1) Planning and management**

To lead the development of activities that transfer national and international best practice to educators to improve the quality of teaching, training, and assessment.

#### **2) Skills Development Hub**

To oversee the development and maintenance of a Skills Development Hub that is user focussed and delivers high-quality training and learning resources for educators and learners.

#### **3) Continuous Professional Development**

To support the planning and delivery of professional development activities that raise the prestige of Technical and Vocational Education and facilitate international best practice to support a self-improving system to prepare the sector to meet key national educational challenges.

### **Key tasks and responsibilities**

#### **1. Planning and Management**

To lead the development of projects, activities, products, and services that transfer national and international best practice to educators to improve the quality of teaching, training, and assessment by:

- leading, motivating and inspiring direct reports to develop and execute high quality projects and activities in line with the strategic and operational plans;
- effectively managing resources (including staff, agencies, suppliers, volunteers, and partners) so that all project elements are delivered to acceptable standards on time, to budget and meet the required outcomes;
- taking ownership and managing projects and activities, ensuring all deviations from targets (time, money, people, etc.) are identified and addressed at the earliest possible stage;

- managing the development and implementation of an impact and evaluation framework and reporting through a data dashboard;
- contributing to a performance-driven culture to ensure that outcomes and activities are continuously monitored, reviewed, and evaluated against grant KPIs, resolving issues and initiating appropriate corrective action;
- analysing and interpreting data and transfer the learning to inform the planning of new projects, activities, products, and services;
- overseeing the development and maintenance of systems, processes, and compliance with GDPR;
- managing budgets and implementing robust processes to plan and monitor expenditure, ensuring our projects and activities deliver the best value for money; and
- leading the quality assurance process to ensure projects, activities, products, and services are planned and executed to a high standard across all focus areas.

## **2. Skills Development Hub**

To lead the development and maintenance of a Skills Development Hub that is user focussed and delivers high quality training and learning resources for educators and learners by:

- overseeing and managing the review of current and future learning management systems using market research and testing to inform future development and growth;
- managing supplier relationships to ensure system functionality and user experience is fit for purpose and is placed front and centre to build confidence and trust in the platform;
- leading the planning, design, and development of existing and new resources to ensure they are clearly specified and developed to a high quality and standard;
- planning, contracting and managing all external resources (eLearning designers, animators, videographers) to contribute to developing products, tools and resources in line with WorldSkills UK's procurement policy; and
- overseeing the distribution of digital credentials to recognise and reward engagement of learning through a Skills Development Hub.

## **3 Continuous Professional Development**

To manage the planning and delivery of professional development activities that raise the prestige of Technical and Vocational Education and Training (TVET) and facilitate international best practice to support a self-improving system to prepare the sector to meet key national educational challenges by:

- managing event planning and content to deliver successful and high quality CPD activities with stakeholders internally and externally;

- developing clear plans to outline expectations and deliverables for all partners and stakeholders involved in developing and delivering CPD activities;
- supporting, advising and guiding speakers/ facilitators in the planning and development of their workshops and content; and
- managing the systems and quality assurance process to review and collate essential information and guide the preparation of resources from partners and stakeholders.

### **Other**

In addition to the key tasks and responsibilities set out above, all employees at this grade are expected to:

- contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives;
- promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with specific reference to those related to Health and Safety and on equality, diversity, and inclusion;
- carry out 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 managing large scale complex multi-stakeholder projects in the publicly funded sector [E].
- Experience developing products and services for TVET teachers, trainers and learners in education and/or business [E].
- Experience managing and developing Continuous Professional Development initiatives for TVET teachers and trainers [D].
- Experience overseeing and managing digital eLearning content development for TVET teachers, trainers, and learners [E].
- Experience developing and/or managing digital learning platforms and systems [E].
- Experience planning and delivering high impact professional development events (physical and virtual) [E].



### **Knowledge and skills:**

- Able to develop and manage highly effective relationships and co-ordinate a range of partners and stakeholders both internally and externally to successfully deliver projects and performance targets [E].
- Robust project and budget management skills [E].
- Able to influence, negotiate and manage the activities of others, including remote teams [E].
- Ensuring issues, dependencies and risks are identified, assessed, mitigated; ensuring delivery aligns with organisational priorities [E].
- Understands consequence of actions and long-term impact and / or wider implications of decisions making process [E].
- Ability to absorb and evaluate complex information quickly and use this to construct and manage robust plans which deliver the required strategic objectives [E].

### **Personal qualities and attributes:**

- Creative, technical, and analytical mindset [E].
- A passion for delivering the highest standards of work [E].
- Very reliable and with a high level of integrity [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].

### **Special circumstances:**

- Prepared to occasionally work outside of normal hours [E].
- Prepared to travel within the United Kingdom (within current constraints of Government guidelines) [D].
- Able to spend an occasional night away from home [D].

### **Summary of terms and conditions**

- Full-time, permanent.
- The salary for this role is £35,000 – £40,000 per annum (dependent on skills and experience).
- WorldSkills UK offers a maximum employer's contribution to your pension of 6% of your basic salary, on the condition that you make an employee contribution to your pension of at least 3%. You may choose to contribute a higher percentage of your salary to your pension, subject to statutory limits.
- 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 now

an expectation this role will return to being office based (as above) in the longer term, at least once or twice a week.

- 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 month's notice.
- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about 21<sup>st</sup> 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 **midday on Monday, 24 January 2022**, by email to Nils Kendall, Head of Corporate Services at [jobs@worldskillsuk.org](mailto: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); and
- a separate document containing your contact details.

## **Equity, diversity and inclusion monitoring**

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. On this basis, all applicants are asked to complete an Equity, Diversity and Inclusion Monitoring Questionnaire at <https://www.surveymonkey.co.uk/r/WQS7WS9>.

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 selection process ever have access to it. The data is pseudonymised and used 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 **online w/c 31 January 2022**. Short-listed candidates will be advised of the process. Should a second round interview be required, these will be held **w/c 07 February 2022 at the latest**.

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](mailto:jobs@worldskillsuk.org)