

# WorldSkills UK Centre of Excellence



## High-Performance Skills Coach

Secondment information pack

## Welcome letter from Dr Neil Bentley-Gockmann OBE, CEO



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 education system with a focus on key growth sectors for the 'skills economy' to tackle 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.

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.

As part of our commitment to equity, diversity and inclusion and to address underrepresented groups on our staff team, we particularly welcome applications from women and black and ethnic minority groups.

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

For a confidential conversation about this secondment opportunity please contact Parisa Shirazi, Head of Skills Development and International Competitions  
[pshirazi@worldskillsuk.org](mailto:pshirazi@worldskillsuk.org)

Yours sincerely

**Dr Neil Bentley-Gockmann OBE**  
CEO, WorldSkills UK

### Centre of Excellence

The [Centre of Excellence](#), delivered in partnership with NCFE, draws on our unique insights into global skills systems to over 80 countries and nations to mainstream excellence in skills development. Through our partnership with NCFE, we are transferring innovations in teaching and training to educators, influencing standards of practice across further and technical education.

We are recruiting for experts and practitioners from the industry and FE sector with a focus on digital skills, advanced manufacturing or green tech to help deliver this ambitious pilot on a secondment as a High-Performance Skills Coach with pay reward from £40-50k pro-rata.

### Secondment

The secondee will have the capacity to be released to work with WorldSkills UK on a minimum of 0.6 contract (21 hours a week), full time is preferred. To support the delivery of the Centre of Excellence pilot until July 2023 with an opportunity to extend.

### Benefits to employers

Employers will receive £1,000 grant on successful appointment

- Access global best practice, through exposure to WorldSkills standards and techniques, brought into organisation and shared with other staff and learners.
- Quality improvement driver to support curriculum, teaching and learning.
- Through association, enhance reputation in the sector, supporting recruitment, retention, and an effective way to upskill staff supporting initiatives to engage, reward and recognise employees.
- Potential commercial benefit through links with industry and implementation of international frameworks.

### Benefits to employees

Secondees will retain their existing terms and conditions

- Professional development through training, coaching and mentoring to accelerate growth, knowledge and skills.
- Develop and enhance own practice and update skills set.
- Opportunity to engage with a peer group out with their local environment and exposure to national and global markets, building your professional networks.
- Increase confidence, morale and motivation.

## 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're 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 in 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 prestigious career routes.

## 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, 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.

## Our approach to equity, diversity and inclusion

At WorldSkills UK we 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.



## Role outline: High-Performance Skills Coach

Central to the Centre of Excellence programme is our team of High-Performance Skills Coaches, who lead the development and delivery of a transformative workforce development programme. They train, coach and mentor educators across various institutions to supercharge the quality of teaching, training, and assessment, embedding world-class practices and techniques.

The successful candidate will work as part of a team and take responsibility for:

- 1) **Workforce development:** planning and delivering training for teachers and trainers, supporting institutions embed global best practice and excellence in the quality and delivery of provision.
- 2) **Transferring global best practice:** facilitating and instigating the transfer of industry and global best practice from over 80 countries to increase the standard of teaching, training and assessment ensuring educators are equipped to facilitate high-quality skills development to learners, meeting employer needs.

### Summary of terms and conditions

- Pay reward from £40-50k pro rata.
- Fixed term until July 2023.
- Home based with travel across the UK, all expenses covered
- Existing employees terms and conditions will apply with no change to salary, annual leave, or pension contribution.
- Minimum of 21 hours per week. Occasional weekend work may be required by mutual agreement for which reasonable time off in lieu will be given.
- The post is subject to six months' probationary period with one months' notice.

### Key tasks and responsibilities

#### 1. *Workforce development:*

- Planning and implementing training programmes to supercharge teaching and training practices in colleges and independent training providers through CPD, masterclasses and digital learning.
- Designing and producing tools and resources for educators to support learners develop higher quality skills.
- Supporting the collation of data, outputs, and insights to contribute towards the overall effectiveness of evaluation and impact of the annual cycle of training activity.
- Managing relationships with educators and education providers to secure continued commitment to WorldSkills UK's Centre of Excellence to achieve expected targets for the reach and impact of the pilot programme.

#### 2. *Transferring global best practice:*

- Facilitating and instigating the transfer of industry and global best practice from over 80 countries to increase the standard of teaching, training and assessment ensuring educators are equipped to facilitate high-quality skills development to learners, meeting employer needs.
- Researching and investigating insights from industry and global best practice to inform the development of the Centre of Excellence workforce development offer.
- Analysing and interpreting policies and reforms in higher technical education to maximise the impact of our insights to benefit WorldSkills UK Centre of Excellence pilot programme, government, education, and business.
- Contributing towards the development of assets through reports, case studies, blogs, teaching and learning resources to broaden breath and scale of WorldSkills UK programmes of work.

### 3. General responsibilities:

- Contributing to the successful delivery of WorldSkills UK's strategic priorities, annual business objectives and growth of Centre of Excellence programme.
- Taking ownership of projects and activities across the Centre of Excellence ensuring all deviations from targets (time, money, people, etc.) are identified and addressed at the earliest possible stage.
- All staff are expected to promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with reference to those related to Health and Safety and on equality, diversity and inclusion.

#### Person specification

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

#### Qualifications and experience:

- Qualifications and/or experience in teaching, training, and assessment [E].
- Experience in planning and delivering training to educators using a range of teaching, coaching and mentoring methods and techniques [E].
- Experience developing workforce development training to promote the mastery of job-related knowledge and skills [D].
- Industry expertise in digital skills, advanced manufacturing or green tech [D].
- Experience building, and maintaining relationships with global communities, teachers, trainers and senior stakeholders across education, training, and industry [D].
- Experience developing standards, qualifications, and assessment practices across technical and vocational qualifications e.g., apprenticeships, T-Levels [D].

#### Knowledge and skills:

- Knowledge and understanding of current policies and reforms in higher technical education, apprenticeships, and T Levels [E].
- Knowledge, experience and a good command of teaching and assessment skills [E].
- Ability to absorb and evaluate complex information quickly and use this to construct and manage robust plans which deliver the required objectives [E].
- Knowledge and skill in translating policy into practice [D].

#### Personal qualities and attributes:

- 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].
- Excellent interpersonal qualities required to work with diverse individuals and settings [E].
- Ability to quickly develop successful working and trusting relationships with people [E].
- Respect for 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].

## How to apply

For a confidential conversation or to ask any questions about this secondment opportunity, please contact Parisa Shirazi, Head of Skills Development and International Competitions [pshirazi@worldskillsuk.org](mailto:pshirazi@worldskillsuk.org)

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.

The closing date for applications is **midday 31 July 2022**, however applications will be reviewed regularly and suitable candidates will be contacted for interview. We therefore advise you to apply as soon as possible.

Applications should be submitted 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 that must include:
  - current salary and confirmation of support from your employer
  - 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.

## Interviews and appointment

There will be up to two rounds of interviews including the preparation of presentation at the second stage.

On successful appointment and following the six-month probationary period, the employer will receive payment for a £1,000 grant.

## 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.