

**Information pack for the role of  
Skills Development Co-ordinator –  
Centre of Excellence at  
WorldSkills UK  
January 2023**

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## **1. 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.

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.

## **2. About WorldSkills UK**

WorldSkills UK is an independent charity and a partnership between employers, education and governments. We're a leading member of WorldSkills, a global movement in over 85 countries.

Together, we use international best practice in skills development to raise standards in apprenticeships and technical education so more young people and employers succeed.

We are working to develop a world-leading UK skills economy by:

- supporting young people, from all backgrounds, to become world-class in skillset and mindset through national and international competitions-based training programmes and careers advocacy;
- improving training quality to world-class standards by mainstreaming international best practice in policy and practice across UK; and

- helping boost economic productivity and investment potential by providing intelligence on world-class skills to employers.

### **Our vision – what we believe**

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

### **Our mission – what we want**

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

### **Our values**

#### **Inclusive:**

We champion the benefits of high-quality apprenticeships and technical education and help more young people, whatever their background, develop their skills set and mindset to ever higher standards to get the best start in work and life.

#### **Bold:**

We are ambitious and daring in the way we do things and communicate about them. We are flexible to allow for the challenges that an ever-changing economic and skills landscape brings.

#### **Positive:**

As a progressive and passionate organisation, we see that our support makes a measurable difference. We help young people start out on the right path to reach their potential and we give UK employers a competitive edge by developing highly skilled employees.

## **3. Structure and governance**

WorldSkills UK has a dynamic, hardworking staff team of around 60 supported by a wider network of further technical experts and performance and wellbeing coaches. Our team 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.

## 4. 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 encourage 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.

As a member of the Disability Confident Scheme we guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies, and are committed to making reasonable adjustments at all stages of the recruitment process to enable candidates to perform to the best of their ability.



## 5. About the role

This is a vital role support the Skills Development team through the effective coordination of activities associated with a number of initiatives carried out within WorldSkills UK, including the completion of an award-winning pilot programme supporting education institutions to mainstream excellence into the delivery of technical education.

You will be working with a highly motivated and engaging team in a fast-paced environment, coordinating activities, managing resources, engaging with internal and external stakeholders, monitoring progress and evaluating impact. You will be confident in liaising with senior and middle managers in an educational environment and will be proficient in Microsoft Word, Excel, PowerPoint, Teams and digital software such as Zoom. You will have excellent attention to detail, alongside planning and organisational skills to support the programme of events which will be delivered both digitally and in person across 2023-26.

## **Job description**

<b>Role:</b>	Skills Development Coordinator
<b>Directorate:</b>	Skills Development and Impact
<b>Team:</b>	Skills Development and International Competitions
<b>Manager:</b>	Senior Skills Development Manager
<b>Direct reports:</b>	None

### **Role purpose**

The Skills Development Coordinator will proactively support the programming, coordination and management of a number of projects within the WorldSkills UK portfolio, including the WorldSkills UK Centre of Excellence and Innovation Network programmes as well as the International Skills Partnership initiatives. The successful applicant will work with the Senior Skills Development Manager in supporting a team of High-Performance Skills Coaches based across the UK.

The post holder will demonstrate excellent organisational, operational and process management skills; have experience of working within a similar setting and be able to communicate well and provide strong and efficient administration to support the ambition and priorities of the programmes.

### **Key tasks and responsibilities**

#### **1. Programme coordination:**

- Acting as the secretariat for the internal Centre of Excellence project team and external steering groups; preparing reports, papers, minutes and actions for monthly and quarterly meetings.
- Contributing to the planning of activities/tasks in accordance with the agreed project plan to ensure delivery on time and to budget, raising purchase orders and tracking spend against forecast.
- Coordinating the programme ensuring all deviations from targets (time, money, people, etc.) are identified and addressed at the earliest possible stage.
- Producing requirement specifications in line with WorldSkills UK's procurement strategies for all outsourced activity.
- Effectively coordinating 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).

#### **2. Coordination of members and compliance:**

- Effectively liaising with programme participants, responding to enquiries regarding programme content, scheduling or other.

- Liaising with programme facilitators, trainers, speakers and external personnel as necessary.
- Providing logistical management of people and training activity; workshops, masterclasses, and other learning activities.
- Issuing of updates regarding membership, enrolment and engagement including management of Memorandums of Understanding and distribution of associated membership assets.

### **3. Data Management:**

- Collecting, collating and maintaining detailed, accurate and up-to-date records of participants, evaluation and outcomes from WorldSkills UK programmes, whilst maintaining GDPR compliance.
- Preparing reports for monitoring, evaluation and presentations for the project team, the Steering Group and funders as necessary.
- Working alongside the Planning, Funding and Impact team to report and track performance and progress.
- Working in partnership with the Planning, Funding and Impact team share insights and analysis to feed into the research and programme evaluation.

### **4. Supporting evaluation and impact:**

- Providing updates for inclusion in review activity such as project dashboards for internal and external stakeholders and monthly progress updates against the organisational annual plan.
- Working with the Planning, Funding and Impact team to collate and record outputs from evaluation activities for cross programme events.

### **5. International Partners:**

- Acting as secretariat for the International Skills Partnership programme, scheduling engagements, acting as point of contact, preparing reports, papers, minutes and actions for periodic meetings.
- Supporting in the coordination of projects associated to bi-lateral partnerships.

### **6. General**

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

- Maintain WorldSkills UK's established management policies for dealing with risks and issues for the Skills Development team and the wider organisation.
- 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 particular 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:**

- Qualifications and/or experience appropriate to the requirements of the job [E].
- Experience of working in an administrative or coordination capacity [E].
- Experience of working in a digital and office environment [E].
- Experience of working with people in external organisations and at different levels of seniority [E].
- Experience of project support and delivery [D].

### **Knowledge and skills:**

- Ability to organise meetings and events, including in person and digitally [E].
- Ability to accurately record and extract data and information on spreadsheets and databases, with good attention to detail [E].
- Ability to liaise effectively with a range of stakeholders at all levels [E].
- Ability to provide diary management and coordination across multiple departments and organisations [E].
- Ability to use and learn a range of digital tools for online events, including Microsoft Teams, Zoom, Goto Webinar, Vimeo etc. [E].
- Strong knowledge of administrative procedures such as sharing and recording files, developing spreadsheets and responding to business enquiries [E].
- Strong and accurate written and oral communication skills [E].
- Strong knowledge of coordination skills in an office environment, including working remotely [E].
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook and the internet [E].

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

- Very reliable and with a high level of probity [E].
- Able to work to own initiative with broad direction [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:**

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

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

- Fixed term to the end of August 2026.
- The salary for this role is £25,000 - £27,000.
- 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 be office based (as above) 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 plus public and bank holidays.
- The post is subject to six months' probationary period with two weeks' 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.

## **6. 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, 6 March 2023** by email to Morwenna O'Brien, Senior HR and Corporate Services Manager 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)

- 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 by Zoom w/c 13 March 2023. Short-listed candidates will be advised of the process.

Reasonable adjustments will be offered to all candidates and every stage of the recruitment process for further information please contact Morwenna O'Brien, Senior HR and Corporate Services Manager at [jobs@worldskillsuk.org](mailto:jobs@worldskillsuk.org)