

International competition  
development programme

# Training Manager role outline



# About WorldSkills UK

WorldSkills UK is an independent charity and 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 can succeed.

## International benchmarking

The Training Manager role plays an important part in supporting WorldSkills UK to deliver the following objectives:

- mainstreaming global best practice across the UK to raise standards of further and higher technical education and informing qualification development
- improving the UK's top ten position and a top 5 performance in digital skills in international competitions
- developing groups of students and apprentices to perform at the highest level in each skills competition with 75% of competitors achieving a Medallion for Excellence or medal.

The role of the WorldSkills UK Training Manager is to influence and lead the development of the highest possible standards of training and skills development; to meet global standards of technical excellence of students and apprentices preparing to represent the UK on a global platform at the 'skills olympics'.

The Training Manager is additionally responsible for collating the valuable lessons drawn from benchmarking the UK's performance with our international network, and to mainstream this international best practice into the day-to-day training in the UK, to enable young people, employers and the economy to thrive.

**Applicants need to demonstrate relevant and current industry knowledge and experience in further and / or higher technical education; who have the capacity to build and draw on a wider training team to lead and deliver high quality training to accelerate the occupational expertise of students and apprentices in the following specialisms:**

- **Additive Manufacturing**
- **Health Care/ Nursing**
- **IT Network Systems**
- **Renewable Energy**

## 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 are using international best practice 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
- helping boost economic productivity and investment potential by providing intelligence on world-class skills to employers.

Find out more about our work [here](#).





# Rewards



As a Training Manager you will join a network of trainers from across the UK and are provided with an official WorldSkills UK uniform to represent your country on a global stage, in addition to the following professional development opportunities:

## Training Manager:

1. You will benefit from the professional development programme for Training Managers which provides a unique opportunity to learn lessons from elite sports and coaching world-class performers; expanding and enhancing coaching and leadership skills.
2. Lead an international exchange of best practice and skills development with high performing countries and nations informing training programmes, policy and practice.
3. Develop cutting-edge knowledge, skills and experiences to champion world-class skills development in the UK.
4. In partnership with a network of trainers and coaches, you will lead the development and transformation of a group of students and apprentices in the pursuit of excellence.
5. Gain recognition and exposure to national and global markets, building an international, professional network representing your industry and sector.
6. Represent the UK as the authority on world-class training and skills development.

We recognise the significant contributions made by education and businesses who release employees. In return we offer a financial contribution towards time invested, professional development of staff and access to our key events:

## Employer:

1. Employers will have access to a global professional network to provide opportunities for sharing new ideas, resources and best practice in skills development and world-class training.
2. Knowledge and skills transfer across your wider workforce providing added value for the release of employees.
3. Employers will gain a national reputation as a key influencer for standards of excellence and world-class training.
4. Promote dual professionalism within your organisation and embed a culture of continuous professional development.
5. Involvement with WorldSkills UK can drive recruitment and retention and is an effective tool to upskill your workforce supporting initiatives to engage, reward and recognise employees.
6. Marketing and PR opportunities linked to apprenticeships and skills development.

**'The training that WorldSkills UK provides for Training Managers and experts is absolutely fantastic, it is world-class, make no mistake about it.'**

Sean Owens, Training Manager for Cooking (Northern Ireland)

# About the role



## International benchmarking and insights

- identify how global counterparts are innovating to raise standards in the delivery of technical skills, to help mainstream international best practice in classrooms and workshops across the UK
- benchmarking the UK's technical skills against WorldSkills Occupational Standards to measure the strengths of the UK skills system and share insights on how other countries are firing economic competitiveness through WorldSkills Competitions
- play a key role in 'bridging the divide' between international best practice and domestic delivery of technical education and apprenticeships, both by training Team UK to world-class standards, but also in witnessing how other countries are innovating to raise the bar
- transfer unique insights from international best practice to support and invigorate development of technical and vocational qualifications in the UK
- actively contribute to forums, discussions and evaluations to support WorldSkills UK embed excellence in the delivery of technical education and apprenticeships, and champion the world-class skills young people and employers need to thrive in the global economy.

## Competition performance

- the applicant will demonstrate high levels of skill mastery in an education or training setting with experience of working with young people to empower, motivate, challenge and stretch
- to develop and manage the design and delivery of an accelerator training programme to secure world beating performances in skills competitions, for the UK
- you will work with us to effectively manage your budget allocation, delivering high impact training and development that fosters an inclusive culture where everyone can thrive and provides best value for money at all times
- you will draw on your sector network to provide a high impact training programme, delivered with the highest level of probity and impartiality; championing representation of and positive engagement with underrepresented groups
- you will be responsible for co-ordinating support from the wider WorldSkills UK network, as well as developing relationships with the WorldSkills global community, to enable effective leadership and influence of global peers.

**'It is a privilege that provides an exciting challenge.'**

Barry Skea, Training Manager for Mechanical Engineering CAD (Scotland)

Learn more about the international competitions development programme from our recent participation in 2022 [here](#)



# What we're looking for



As part of our equity, diversity, and inclusion policy all applicants who can fulfil the requirements below are urged to make an application. We are additionally keen to encourage applications from women across STEM and individuals from underrepresented groups.

## Knowledge and experience

Can you demonstrate a high degree of competence in any 3 out of the 4 areas below?

- an outstanding knowledge of the craft or skill and standards in education and industry
- experience of monitoring performance alongside marking and assessment
- experience in challenging and motivating a diverse group of young adults to achieve success - using a range of teaching methods
- knowledge of an influential network who will be able to support you in the planning and delivering of the training programme.

## Skills

Can you demonstrate a high degree of competence in any 4 out of the 5 areas below?

- ability to observe, analyse, assess and report on performance in detail
- well-developed skills in IT applications, time management, planning and budget management
- high level communication and interpersonal skills, able to negotiate with and influence a range of stakeholders and work with young people
- enthusiastic, flexible and patient, you will be able to build effective relationships, motivate others and yourself
- ability to think creatively and solve problems.

## Special circumstances

Can you meet all of the following requirements?

- capacity to work outside of normal office hours with the flexibility to work away from home
- full support of your employer to perform the role and participate in the programme
- prepared to travel within the United Kingdom and internationally
- capacity to balance employment, life and the training manager role.



# Commitment

We recognise the commitment needed from individuals and their employers and where we can, offer return through continuous professional development and a financial contribution towards time invested. Across the 18-month programme, time commitment will be grouped under four headings. The programme starts in February 2023 until October 2024 leading to the WorldSkills Competition in Lyon.

Programme outline	Activity	Duration
Training days	Design, budget manage and deliver specialist training to competitors over the course of the 18-month programme taking into account international benchmarking and insights.	Up to 58 days
International benchmarking and insights	Reporting on insights gained to support development of standards and assessment practices and mainstream international best practice, as commissioned by WorldSkills UK.	Up to 7 days
Professional development	The programme of continuing professional development is delivered through WorldSkills UK boot camps and technical conferences over the course of the 18-month programme.	Up to 9 days
Competition participation	These are days spent supporting competitors and representing the UK at international competitions (dependent on whether the skill is entered for EuroSkills and/ or WorldSkills) over the course of the 18-month programme.	Up to 22 days

These days are split across week days and weekends, of which around half are fixed dates and half are days that can be organised and planned at the discretion of the Training Manager.

## How this works for some of our experienced Training Managers

Our existing network of valued Training Managers are drawn from all sectors of industry and education; many are from further education or training providers, whilst others are self-employed.

There are many models in use, including planning activity for training in blocks of 3-5 days, or for a single designated day each week, or a combination of both together with the flexibility of utilising occasional evenings and weekends.

**'To sum up the role of Training Manager, I would say it is extremely rewarding not only for competitors' skills development but I also think you change their lives.'**

Linzi Weare,  
Training Manager for Hairdressing  
(Herefordshire)

# Terms of appointment

- all Training Managers will be enrolled onto our high-performance coaching and development programme
- WorldSkills UK offers a contribution towards time invested by individuals or their employers while participating in this programme over an 18-month period
- it is important the applicant has the occupational expertise at the required standard as outlined in the WorldSkills Standards Specification. The specifications outline the standard of knowledge, understanding and skills required to carry out the role of each respective Training Manager by skill area
- appointments will be made for one WorldSkills Competition cycle only, until 31st October 2024
- travel and subsistence incurred on behalf of WorldSkills UK is reimbursed once appointed to the post
- advertising and recruitment for the next programme of international competition will begin during the spring/summer 2024.

## Application process

WorldSkills UK is excited to see applications from individuals who meet the Training Manager role requirements, who are supported by their employer and have the capacity to meet the commitments of the role opportunity.

### Stage 1

Submit your CV and a short video of no more than four minutes (can be a rough edit on a mobile device), or a written personal statement, to explain your interest in the role, confirm you have support from your employer, and how you feel your skills and experience meet the requirements of the role to: [international@worldskillsuk.org](mailto:international@worldskillsuk.org) by 31 March 2023.

### Stage 2

Shortlisted applicants will be invited to an online webinar where you will have an opportunity to hear more about the role and meet the WorldSkills UK Team, from 1 April 2023, after which point interviews will be scheduled.

Successful applicants will be asked to attend an online programme induction and training event.

For further information contact: [international@worldskillsuk.org](mailto:international@worldskillsuk.org)



### **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. 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.

### **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.

**e:** [international@worldskillsuk.org](mailto:international@worldskillsuk.org)

   : [WorldSkillsUK](#)

[www.worldskillsuk.org](http://www.worldskillsuk.org)