

Information pack for the role of WorldSkills UK Ambassador/ Lead Scotland: August 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 a four nations partnership between education, industry and UK governments. It is a world-class skills network acting as a catalyst for:

- raising standards, through international benchmarking and professional development
- championing future skills, through analysis of rapidly changing economic demand
- empowering young people, from all backgrounds, through competitions-based training and careers advocacy.

We are working to help the UK become a 'skills economy', boosting the prestige of technical and professional education by embedding world-class training standards across the UK to help drive investment, jobs and economic growth.

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 enables us to embed world-class training standards across the UK to help drive investment, jobs and economic growth.

Our vision – what we believe

We believe in the value and prestige of technical education and its potential to empower young people and drive growth.

Our mission – what we want

To embed world-class training standards across the UK to improve the quality of apprenticeships and technical education for the benefit of all young people and business.

Our brand 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 circa 50 supported by a wider network of further technical experts and performance and wellbeing coaches. Our team is structured into four directorates and the Executive Office. Each directorate is led by a director, who together with the Chief of Staff (Company Secretary) and Chief Executive Officer (CEO) 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 CEO 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

The purpose of the role is to advocate for WorldSkills UK and support our programme delivery in Scotland. The post holder will work closely with partners in the Scottish Government, government agencies, the tertiary education and skills sector and the business community to maximise outcomes, relevance and sustainability.

The ideal candidate will have a strong, positive reputation within the tertiary education, business and government sectors in Scotland and have the ability to influence at a strategic level within these sectors.

Although this role is envisaged to be employed directly by WorldSkills UK for three days per week, we pride ourselves on having a flexible approach to our working practices and service delivery and are happy to consider freelance contracts or secondments with suitable candidates.

Job description

Role: WorldSkills UK Ambassador/ Lead Scotland

Directorate: Executive Office

Team: N/A

Manager: Chief Executive Officer (CEO)

Direct reports: N/A

Role purpose

This role will ensure that WorldSkills UK's strategies and programmes are clearly understood by and are responsive to evolving public policy, economic and tertiary education colleges' skills needs in Scotland. It will work to ensure that WorldSkills UK's offer is increasingly embedded into curricula and plans, at organisation, stakeholder and national level.

Key tasks and responsibilities

- 1) Alongside the WorldSkills UK Board member (Trustee) for Scotland, establish strong, productive relations with Scottish Government/agency officials and elected representatives through establishing the relevance and value of our activities in helping deliver public policy outcomes and sustaining funding for core activities.
- 2) Raise the profile of WorldSkills UK activities across government, tertiary education and business sectors in Scotland to increase relevance of our work to stakeholder interests, including membership of key stakeholder groups.
- 3) Support the WorldSkills UK Board member (Trustee) for Scotland in the membership of the WorldSkills UK Steering group in Scotland (to be led by SFC) to engage with all relevant stakeholders to explore alternative sources of sustainable funding for AY 2024-25.
- 4) Represent WorldSkills UK on the international benchmarking group to be set up in Scotland.
- 5) Establish and manage an effective delivery group of tertiary education and stakeholder representatives in Scotland to maximise programme.
- 6) Liaise with and support the WorldSkills UK Board member (Trustee) in Scotland engagement and outcomes.
- 7) Work with WorldSkills UK staff team to implement and monitor funding and grant agreements, ensuring programmes have a high impact and provide a strong return on investment.
- 8) Support WorldSkills UK on programme delivery to maximise outcomes and efficiencies and provide feedback.

- 9) Provide feedback to WorldSkills UK's CEO, Board and wider team to ensure that plans and projects take account of developments, needs and perspectives within Scotland.
- 10) Establish, engage and grow the range of stakeholder advocates, including those with potential to be investment partners, in Scotland.
- 11) Assist with the account management of Scottish investors in WorldSkills UK activities and programmes.
- 12) Contribute to the Scottish skills policy development and ensure that WorldSkills UK's interests and perspectives are considered.
- 13) Ensure that WorldSkills UK's programmes align with the Scottish tertiary education system and business environment.

General

In addition to the key tasks and responsibilities set out above, all employees at this level 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 particular reference to those related to Health and Safety and on equity, 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:

- Strong reputation, standing, experience and connections within key Scottish sectors [E].
- Senior experience of working with or within the government, tertiary education and business sectors [E].
- Track record of effective programme and project delivery [E].

Knowledge and skills:

- High levels of tact and diplomacy [E].
- Ability to influence stakeholders and officials [E].
- Ability to communicate WorldSkills UK'S strategy within the Scottish context [E].
- Excellent written communication skills [E].

- Knowledge and understanding of the Tertiary Education sector and the policy/political environment within which HEIs, colleges and training providers operate [E].

Personal qualities and attributes:

- Based in Scotland with a strong knowledge of the policy and players in the Scottish tertiary system[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].
- Excellent team player and collaborative approach to work [E].
- Enthusiastic and able to motivate others [E].
- Respect for equity, 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, including London [E].
- Able to spend time away from home [E].

Summary of terms and conditions

- 12 months, fixed term three days per week.
- The salary for this role is £60,000 pro rata per annum.
- 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.
- Homebased.
- Working hours for this post are three days per week in a pattern to be agreed with the successful candidate.
- 25 days' annual leave pro rata 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 three months' probationary period with three weeks' notice during the probationary period and three months' thereafter.
- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about 21st 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 Tuesday, 26 September 2023** but will be reviewed on a rolling basis so please submit as soon as possible; we reserve the right to close this vacancy early if we receive sufficient applications for the role. Applications should be by email to Morwenna O'Brien, Senior HR and Corporate Services Manager 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, considering 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 and confirmation of your right to work in the UK.

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/WSUK Recruitment 2023-24](https://www.surveymonkey.co.uk/r/WSUK_Recruitment_2023-24).

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 as soon as possible after the closing date. 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