

**Information pack for the role of
Senior Education Project Manager at
WorldSkills UK
September 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. helping boost economic productivity and investment potential by providing intelligence on world-class skills to employers.

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 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 four directorates and the Executive Office. Each directorate is led by a director, who together with the Chief of Staff, Deputy CEO and 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 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

The Senior Education Project Manager will play a pivotal role in mainstreaming WorldSkills UK's competition-based training methods into teaching, learning and assessment by overseeing the development of learning products and programmes to grow the network of education providers who are leveraging expertise from international best practice.

The successful candidate must have a depth of knowledge and understanding of further or higher technical education in the UK, with experience leading high-performing teams and managing nationwide programmes that deliver on driving up the quality of education.

Job description

Role:	Senior Education Project Manager
Directorate:	Standards
Team:	Quality and Standards
Manager:	Director of Standards
Direct reports:	Quality and Standards Manager, Digital Development Manager, Project Coordinator and Administrator.

Role purpose

The purpose of this role is to drive up the quality of teaching, learning and assessment in the UK by drawing on WorldSkills UK's insights, and data to lead the development of activities in priority sectors and embed competition pedagogy within UK education skills systems to transform the quality education. This will be done through:

- Leading the development and implementation of the national standards to provide significant value, consistency, and a standardised approach across WorldSkills UK programmes to support raise standards in the quality of teaching, learning and assessment by mainstreaming national and international best practice.
- Managing and developing the systems, tools and resources that enable widespread embedding of competition pedagogy with skills institutions, ensuring they are high-quality and impactful.
- Ensuring WorldSkills UK's national and international programmes are future skills focussed to meet the needs of industry for a world-class skills economy.

Key tasks and responsibilities

1. Leading the development and implementation of the national standards to provide significant value, consistency, and a standardised approach across WorldSkills UK programmes to support raise standards in the quality of teaching, learning and assessment by mainstreaming national and international best practice:

- Lead on the development of a recognised national standard of excellence that uses national competition activity to enable greater benchmarking between institutions to drive quality.
- Establish internal project team and work in collaboration with experts and practitioners across education and industry in the UK and internationally that underpins technical excellence in the formation of a set of standards to show the gap between competence to excellence and form the bedrock to WorldSkills UK's products and services.

- Lead the planning and development of benchmarking tools to raise the standards of curriculum delivery that enables partners to use WorldSkills UK activity as method for organisational wide quality improvement.
 - Work with partner organisations and agencies across the UK e.g. DfE, Ofsted, IfATE, OECD, WorldSkills to ensure standards developed are mapped across frameworks with established mechanisms to understand and demonstrate impact of WorldSkills UK's work in raising standards.
- 2. Managing and developing the systems, tools and resources that enable widespread embedding of competition pedagogy with skills institutions, ensuring they are high quality and impactful:**
- Lead the development and maintenance of the learning management system (Learning Lab), ensuring it delivers high quality teaching and learning tools and resources for educators to use with learners.
 - Establishing an engagement strategy to grow number of institutions who are reliant on the learning management system and its resources as a means of raising the quality of learning provision for organisations, educators and learners.
 - Develop a method of data capture that enables WorldSkills UK and its partners to better understand both the overall development of skills levels and specific areas of good and poor quality.
- 3. Ensure WorldSkills UK's national and international programmes are future skills focused to meet the needs of industry for a world-class skills economy:**
- Lead on establishing an approach that enables competitions to be added or removed from the competition portfolio in accordance with changing demand for skills.
 - Establish an internal project team and sector-based task and finish groups to inform future skills landscape that shapes WorldSkills UK's prioritisation and investment in skills provision across national and international skills competitions.
 - Review, assess and implement initiatives that create future-proof skills competitions that are sustainable, responsive to employer needs and provide greater alignment to UK economic priorities
 - Ensure that competitions are current and aligned to national qualifications and standards.
 - Identify gaps between national and international competition practices and standards and produce an action plan for addressing them.
 - Work with the national competition delivery team to implement any improvements to quality within the national competition programme.

- Support the development and implementation of new national and international skills competitions.

4. General

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

- Manage, support and motivate allocated staff to successfully deliver activities/tasks.
- Take ownership of projects within the team ensuring all deviations from targets (time, money, people etc.) are identified and addressed at the earliest possible stage.
- Effective management of 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).
- Produce requirement specifications in line with WorldSkills UK's procurement strategies for all outsourced activity.
- Maintain WorldSkills UK's established management policies for dealing with risks and issues for the Quality and Standards 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 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:

- Experience of working within UK TVET system FE or HE. [E]
- Experience managing nationwide programmes in education and training. [E]
- Experience developing products and services for educators and learners. [E]
- Experience of managing complex projects and programmes in the publicly funded sector. [E]
- Experience of delivering to challenging timelines against multiple, occasionally conflicting, priorities and delivering to time, budget and quality. [E]

- Experience of managing successful teams. [E]

Knowledge and skills:

- Understanding of current policies in technical education. [E]
- In depth knowledge and experience of implementing Quality Improvement procedures within an education setting. [E]
- Highly IT literate, knowledge of Moodle. [E]
- Strong analytical, problem solving and critical thinking skills. [E]
- Skilled in managing multiple projects with a wide range of stakeholders, overseeing activities through effective prioritisation, planning and resource management. [E]
- Ability to lead and manage an external network of stakeholders to include individuals, providers and employers. [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]
- 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]
- Responsive, proactive with a can-do attitude 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 to travel within the United Kingdom. [E]
- Able to spend time away from home. [E]

Summary of terms and conditions

- Permanent.
- The salary for this role is £45,000.
- 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. This role is office based (as above) but with flexible hybrid working. It is expected the postholder will attend the office at least once or twice a week.
- Full time working hours are a 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, including part time, with suitable candidates.

- 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 during the probationary period and two months' notice 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 Wednesday, 11 October 2023** 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.

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 18 October, 2023. Short-listed candidates will be advised of the process. Second round interviews will be held w/c 25 October 2023.

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.