

Information pack for the role of WorldSkills UK – National Programme Coordinator: August 2025

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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.

We are working to help the UK become a world class 'skills economy', boosting the prestige of technical and professional education across the UK to help drive investment, job creation and economic growth.

Our values

We are driven by excellence

We deliver excellence in UK skills at a global level. Our ambitions for young people are mirrored in the standards we set ourselves. We take pride in our reputation for quality, aim high, and support each other to be the best we can be.

We innovate with purpose

We work at our best in a spirit of joint endeavour and collaboration. We create space to listen, share, challenge, celebrate achievements and learn from setbacks. We create a respectful, dynamic and inclusive environment where colleagues are able to achieve their potential.

We are people-centred and professional

We build positive, collaborative relationships with colleagues as well as stakeholders. We seek to understand each other's priorities, show kindness and respect in our interactions, and to build trust and clarity through honest and open communication.

3. Structure and governance

WorldSkills UK has a dynamic, hardworking staff team of circa 45 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 successful candidate will be an organised and proactive individual with strong project coordination skills and the ability to manage multiple priorities in a fast-paced environment. They will demonstrate a high level of integrity and a positive, solution-focused approach to their work.

They will also have a genuine passion for designing and delivering programmes that support young people to grow personally and professionally. Strong communication skills and the ability to build positive, respectful relationships with a wide range of people will be essential to success in this role.

Job description

Role: National Programme Coordinator

Directorate: Operations

Team: National Competitions

Manager: Senior National Competitions Manager

Direct reports: N/A

Role purpose

The purpose of this role is to support the National Programme Team with the implementation of operational plans that deliver successful national skills competitions. This will include supporting the activities and actions relating to the national programme cycle, projects across diversity and inclusion and transfer of global standards to maximise local and national activity in the UK.

Key tasks and responsibilities

- To contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- To support skills competitions that raise standards of teaching and learning and serve as a key vehicle for practitioner development across the vocational education and training sector and the workplace, including Apprenticeship/Traineeships.
- To co-ordinate activities relating to requesting, tracking and quality assuring key documents required from our Competition Organising Partners (COPs), ensuring documents are received within set deadlines.
- To co-ordinate and support the planning and event delivery of national skills competition activity across the UK, including booking travel, venues, accommodation and catering.
- To administer and co-ordinate the local and national projects i.e. Competitor Support Fund, and Evaluations.
- To administer and co-ordinate project plans, reporting, finance, systems, processes (i.e. Quality Assurance) and document management.
- To support improved engagement in skills competitions by all Stakeholder groups and audiences.
- To support the organisation by producing reports and data requests using the organisational database and systems.
- To support the National Competitions Delivery Managers in the organisation of skills competitions, to include administration and research of new skills competitions.

- To co-ordinate and provide support on the implementation of the quality assurance process and ensure that accurate information is recorded at the bi-annual reviews with the COPs.
- To support the recruitment and briefing of volunteers as required for the national competition cycle.
- To organise and support communication with competitors, their organisations and COPs through monitoring the Competitions email inbox, allocating queries to team members and responding to requests for information and providing support to the team in answering queries from staff, external stakeholders and suppliers.
- To maintain and update competition management systems, records and files, handling confidential information in compliance with the organisations procedures.
- To effectively co-ordinate 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) and assisting the team with financial processes such as raising purchase orders.
- To support activities/tasks in accordance with the agreed project plan to ensure delivery on time and to budget.

6. 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:

- Demonstrable experience or qualifications relevant to project coordination or administrative support [E].
- Apprenticeship or other relevant project experience [D].
- Experience of providing support to programmes in the public sector [D].

- Experience of organising events [D].
- An understanding of basic project management principles [D].

Knowledge and skills:

- Intermediate to advanced Microsoft Office suite skills as well as using bespoke software programmes for data reporting [D].
- Highly developed administration skills [E].
- Good verbal, written and presentation skills [E].
- Knowledge of further education, apprenticeships and skills [D].

Personal qualities and attributes:

- Consistently dependable and acts with integrity in all professional matters [E].
- Able to work on own initiative with broad direction [E].
- Able to contribute to solving problems by offering practical or innovative approaches [E].
- Possess a strong work ethic and desire to achieve results [E].
- Flexible in working methods and ideas [E].
- Able to work collaboratively with others and contribute positively to team outcomes [E].
- Demonstrates commitment to the organisation's mission and can support and encourage 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 £28,000.
- 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.
- Group Death in Service (Life insurance) 3 x annual salary.
- Health Care Cash plan.
- Normal place of work is Third Floor, 52-54 St John Street, London EC1M 4HF. 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, 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 two weeks' notice during the probationary period and one month 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.

7. 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 (curriculum vitae and cover letter)** to help us in this process.

Applications should be by email to jobs@worldskillsuk.org and must include:

- A curriculum vitae detailing your full career history **with identifying information removed. Incomplete applications will not be considered.**
- 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 [WorldSkills UK Recruitment Diversity Monitoring Questionnaire 2025-26 Survey](#).

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.

Interview process and timeline

It is intended that the interview process will have two stages:

- **Stage 1** – online via MS Teams. The interviews will be held on 25 and 26 September.
- **Stage 2** – in person. Candidates progressing to the second stage will be invited to attend an in-person interview at our office: Third Floor, 52–54 St John Street, London EC1M 4HF. This stage of the interview process will take place on 2 October 2025.
Candidates will be asked to complete a 30-minute interview task, the details of which will be provided to those invited to the interview.

Reasonable adjustments will be offered to all candidates during the recruitment process. For further information please contact our Senior HR Manager at jobs@worldskillsuk.org.

Application deadline

The deadline for applications is **11 September 2025 at 17:00**. Please note that late or incomplete applications will not be considered.