

**Information pack for the role of
WorldSkills UK – Partnerships and
Programme Development Manager:
April 2026**

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1. Why work at 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

This role supports the development of WorldSkills UK's income and partnership activity by turning programmes and ideas into clear, compelling funding opportunities. You will work across teams to develop proposals, manage partnerships, and support reporting and planning processes that contribute to long-term financial sustainability.

You will play a key role in strengthening how we plan, communicate and deliver partnership activity, helping to build strong relationships with funders and partners while improving internal systems and processes.

We recognise that no candidate is likely to meet every criterion in full. If your experience is not an exact match but you believe you can bring relevant skills and experience to the role, we encourage you to apply.

Job description

Role: Partnerships and Programme Development Manager

Directorate: External Affairs

Team: Corporate Partnerships

Manager: Senior Strategic Partnerships Manager

Direct reports: N/A

Role purpose

This role supports the development of WorldSkills UK's income and partnership activity by turning programmes and ideas into clear, compelling funding opportunities. You will work across teams to develop proposals, manage partnerships, and support reporting and planning processes that contribute to long-term financial sustainability.

You will play a key role in strengthening how we plan, communicate and deliver partnership activity, helping to build strong relationships with funders and partners while improving internal systems and processes.

Key tasks and responsibilities

Partnership and project delivery

- Manage delivery of partnerships and events, ensuring they are well planned, on time and within budget
- Support management of key strategic partner relationships
- Coordinate teams and stakeholders to deliver partnership activities
- Ensure partnerships align with WorldSkills UK's strategic priorities and equity, diversity and inclusion commitments

Income development and proposals

- Develop funding opportunities from programmes and organisational activities
- Produce high-quality proposals, presentations and funding applications
- Support applications to trusts, foundations and corporate partners
- Contribute to the development of partnership agreements and documentation

Reporting and planning

- Support delivery of income and fundraising plans through regular monitoring and reporting
- Track progress against agreed objectives and provide clear updates and analysis
- Contribute to income forecasting and financial tracking, working with colleagues in Finance and across the organisation
- Support the development and reporting of project plans (Project Initiation Documents) and associated performance measures

Systems, processes and knowledge management

- Use and help improve our CRM system (HubSpot) to manage relationships and track opportunities
- Maintain accurate records, documentation and reporting systems to support partnership activity
- Identify opportunities to improve ways of working and streamline processes across the team

Research and pipeline development

- Carry out research to identify potential partners, funding opportunities and sector trends
- Support the development of a strong and diverse pipeline of prospective partners
- Contribute to internal decision-making by providing relevant insights and analysis

General

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

- Produce specification requirements in line with procurement processes for outsourced activity
- Contribute to organisational risk and issues management processes.
- Support delivery of WorldSkills UK's strategic priorities and annual business plan
- Ensure resources (staff, suppliers, partners, volunteers) are managed efficiently and effectively
- Contribute to a performance-driven culture with robust monitoring, evaluation and reporting
- Demonstrate WorldSkills UK's values in all aspects of the role, contributing to a collaborative, inclusive and high-performing organisational culture
- Promote and comply with WorldSkills UK's policies, including safeguarding, health and safety, equality, diversity and inclusion

- Carry out any other duty as may be reasonably assigned that is consistent with the nature of the role and its level of responsibility. Any significant changes will be made in consultation with the post holder taking account of their experience, skills and capability

Person specification

Key: [E] Essential / [D] Desirable.

Qualifications and experience:

- Experience of managing or coordinating projects, partnerships or programmes [E]
- Experience of producing written materials such as proposals, reports or presentations [E]
- Experience of working with stakeholders and building effective relationships [E]
- Experience of monitoring progress or reporting against targets [D]
- Experience of fundraising, partnerships or income generation [D]
- Experience in the education, charity or public sector [D]

Knowledge and skills:

- Strong written communication skills, able to tailor content for different audiences [E]
- Organisational skills, able to manage multiple priorities [E]
- Ability to analyse information and present insights clearly [E]
- Confident using digital tools and systems (e.g. CRM, Microsoft Office) [E]
- Understanding of partnership or fundraising approaches [D]
- Experience of CRM systems (e.g. HubSpot) [D]

Personal qualities and attributes:

- Organised, proactive and able to use initiative [E]
- Works collaboratively and builds positive relationships [E]
- Adaptable and able to respond to changing priorities [E]
- Demonstrates professionalism and sound judgement [E]
- Committed to inclusive ways of working [E]

Special circumstances:

- The role may require occasional work outside normal hours [E].
- The role may require travel within the United Kingdom [E].
- The role may require occasional overnight stays [E].

Summary of terms and conditions

- Permanent.

- The salary for this role is £38,000.00
- 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) with flexible hybrid working. It is expected the postholder will attend the office at least once or twice a week (a minimum of four days per month).
- 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.

5. 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.

We recognise that no candidate is likely to meet every criterion in full. If your experience is not an exact match but you believe you can bring relevant skills and experience to the role, we encourage you to apply.

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

- Curriculum vitae outlining your full career history. Please remove identifying information such as your name, contact details, date of birth, nationality, photographs and links to personal profiles to support our anonymised recruitment process. This includes your name, email address, date of birth, nationality, languages spoken other than English, photographs, and links to personal profiles (e.g. LinkedIn). Applications that contain identifying information in the CV may not be considered.

- Supporting statement outlining your suitability for the role, addressing the points listed in the role description and person specification. Throughout the recruitment process we will be looking for clear examples and evidence of your experience, knowledge and skills.
- Separate document containing your name, contact details (email and phone number) 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 Wednesday 20 May.
- **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 Thursday 28 May.

Candidates invited to the second stage will be asked to complete a practical interview task – details will be shared ahead of time.

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

Application deadline

The deadline for applications is 7 May 2026 at 17:00. Please note that late or incomplete applications will not be considered.