

Information pack for the role of WorldSkills UK – Delivery Manager: September 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

WorldSkills UK's workforce development provision includes a growing portfolio of programmes designed to build educator capability and improve outcomes across the technical education sector.

The role will work across programmes including the Centre of Excellence and Technical Excellence College programmes, working with colleges, training providers and other stakeholders to embed WorldSkills UK's pedagogy for excellence and strengthen teaching, learning and assessment practice.

Job description

Role:	Delivery Manager
Directorate:	Standards
Team:	Workforce Development
Manager:	Senior Delivery Manager
Direct reports:	Workforce Development Coordinator

Role purpose

The Delivery Manager will manage the effective implementation and delivery of assigned workforce development programmes, ensuring activity is well planned, coordinated and monitored and achieves agreed objectives, participation targets and performance measures.

Working closely with the Senior Delivery Manager, curriculum specialists, trainers and delivery partners, the postholder will combine programme management, stakeholder engagement, performance monitoring and continuous improvement to support high-quality delivery and positive outcomes.

Key outcomes and responsibilities

1. Programme delivery

Manage the successful delivery of assigned workforce development programmes, ensuring activity is effectively coordinated and achieves agreed objectives, participation targets and performance measures.

Key responsibilities and outcomes:

- Manage assigned workforce development programmes and day-to-day delivery against agreed plans, milestones, objectives, participation targets and performance measures.
- Coordinate programme implementation activity to support effective participant engagement, retention and successful completion.
- Monitor programme delivery, participation and feedback, taking appropriate action to address issues and improve outcomes.
- Build and maintain effective relationships with programme stakeholders to support engagement, successful delivery and longer-term impact.
- Support the adoption of WorldSkills UK's pedagogy and approaches, working with colleagues, specialists and delivery partners to strengthen teaching, learning and assessment practice.

- Provide effective line management, support and development for the Workforce Development Coordinator, ensuring workloads, priorities and performance are managed effectively.

2. Programme management

Maintain effective programme management arrangements for assigned workforce development programmes, ensuring delivery is well planned, controlled and aligned with agreed objectives and organisational requirements.

Key responsibilities and outcomes:

- Maintain programme plans, schedules and monitoring arrangements, ensuring activity progresses against agreed objectives, milestones and KPIs.
- Identify and manage programme-level risks, issues and dependencies, implementing appropriate mitigations and escalating significant matters to the Senior Delivery Manager.
- Maintain accurate programme documentation and records in line with agreed governance and programme management requirements.
- Monitor programme budgets and expenditure, identifying and escalating financial risks and supporting effective resource management.
- Coordinate internal and external resources required for successful programme delivery.
- Monitor delivery against contractual, funding and other requirements relevant to assigned programmes, maintaining appropriate evidence and escalating issues where required.

3. Programme improvement and development

Support the continuous improvement and development of workforce development programmes, using delivery experience, stakeholder feedback and evaluation findings to strengthen quality, participant experience and outcomes.

Key responsibilities and outcomes:

- Use stakeholder feedback, evaluation findings and delivery insight to identify and implement improvements to assigned programmes.
- Capture and share effective practice across the workforce development portfolio to support consistency and high-quality delivery.
- Contribute delivery insight and stakeholder feedback to inform programme enhancements and continuous improvement.
- Support pilots, innovation activity and programme enhancements that contribute to the development of the workforce development offer.
- Work collaboratively with colleagues, specialists and delivery partners to implement agreed changes and new approaches effectively.

4. Reporting and insight

Provide accurate and timely programme information, analysis and insight to support effective oversight, decision-making and continuous improvement.

Key responsibilities and outcomes:

- Produce accurate and timely programme reports, performance updates and supporting information to inform wider workforce development reporting and oversight.
- Analyse participation, performance and evaluation data to identify trends, risks, opportunities and areas for improvement.
- Monitor performance against agreed KPIs and targets, ensuring progress and outcomes are accurately evidenced and tracked.
- Maintain accurate programme data and records in line with agreed systems and reporting requirements.
- Provide clear updates on programme progress, achievements, risks and impact.
- Contribute programme evidence and insight to wider workforce development reporting, evaluation and planning.

5. General

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

- Manage, support and motivate allocated staff to successfully deliver agreed activities and tasks.
- Contribute to organisational risk and issues management processes.
- Support delivery of WorldSkills UK's strategic priorities and annual business plan.
- Ensure resources 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 postholder, taking account of their experience, skills and capability.

Person specification:

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

We recognise that candidates may bring relevant skills and experience from a range of backgrounds and may not meet every criterion in exactly the same way. If your experience is not an exact match but you believe you have the skills and experience to succeed in the role, we encourage you to apply.

Qualifications and experience:

- Experience managing projects or programmes. [E]
- Experience coordinating multiple stakeholders and building productive working relationships across projects or programmes. [E]
- Experience planning and delivering activity involving multiple priorities, timelines and dependencies. [E]
- Experience monitoring performance and using data and feedback to inform decision making and improvement. [E]
- Experience organising and coordinating learning, training, events or professional development activity. [E]
- Experience working within further education, technical education or apprenticeships. [D]
- Experience working on externally funded programmes, contracts or grant-funded projects. [D]
- Experience of line managing, supervising, coaching or developing colleagues. [D]

Knowledge and skills:

- Effective project and programme management skills. [E]
- Strong organisational and planning skills, with the ability to manage multiple priorities and maintain attention to detail. [E]
- Strong communication and stakeholder engagement skills. [E]
- Ability to analyse performance information and translate findings into practical actions and recommendations. [E]
- Ability to identify issues, assess options and implement practical solutions. [E]
- Confident using digital tools to support programme management, reporting and collaboration. [E]
- Ability to work collaboratively and influence stakeholders to achieve shared objectives. [E]
- Understanding of quality assurance and continuous improvement approaches. [D]
- Understanding of programme risk management and mitigation approaches. [D]

- Understanding of change management principles and the implementation of new processes or ways of working. [D]

Personal attributes:

- Committed to improving outcomes within technical education. [E]
- Proactive and solution-focused. [E]
- Demonstrates professionalism, reliability and sound judgement. [E]
- Collaborative and relationship focused. [E]
- Comfortable working independently within agreed parameters while contributing to wider team objectives. [E]
- Resilient and adaptable in a changing environment. [E]
- Committed to continuous improvement and high-quality delivery. [E]

Special circumstances:

- Able to work occasionally outside normal hours where required. [E]
- Able to travel within the United Kingdom, where required. [E]
- Able to undertake occasional overnight stays where required. [E]

Summary of terms and conditions

- Fixed term contract – 1 year.
- The salary for this role is £35,000.
- 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 one to two days per week.
- Full time working hours are 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 five 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.

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 (curriculum vitae and supporting statement)** to help us in this process.

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

1. Curriculum vitae outlining your full career history. **Please remove any identifying information 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.
2. 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.
3. Separate document containing your name, contact details (email and phone number) and confirmation of your right to work in the UK.

7. 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.

8. 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 **Tuesday 10 November 2026**.

- **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 **Tuesday 24 November 2026**.

Candidates will be asked to deliver a presentation, the details of which will be provided to those invited to the second stage 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 **Sunday 25 October 2026 at 23:59**.

Please note that late or incomplete applications, or applications that do not follow the application requirements set out above, may not be considered.

WorldSkills UK is unable to provide visa sponsorship for this role. Applicants must have the right to work in the UK.