

# Information pack for the role of **Training Manager – Cyber Security**

**Closing date: 20 July 2018**

## Who are we?

WorldSkills UK is a dynamic charity that wants to change the national conversation about skills and young adults. We are a partnership between governments, businesses and education and we exist to accelerate young people's development in their work and life. We want business and government to understand the untapped potential that exists and for young adults and parents to be better equipped for the changing world.

We are part of a global movement working with young people right across the world. In the UK, we are entering an exciting new phase in our development and have ambitious plans for the future. WorldSkills UK works with over 100,000 young people a year with the ambition to grow this to 1,000,000 by 2022. We are excited about the potential of young people and skills to drive change in the UK.

We are small inclusive team that work with a growing network of dedicated professionals and businesses and we are looking for passionate and thoughtful people that will help us.

## What do we do?

WorldSkills UK is all about improving the prestige of apprenticeships and technical education, to inspire more young people to consider these as career routes and get off to a better start in work and life. But it takes more than words to achieve this; it's what we do that works.

We help young adults set off in the right direction through innovative and engaging careers advice activities and access to inspiring guidance from role models they can relate to. We engage thousands of young adults in skills competitions right across the UK, where they improve their technical and employability skills to the highest possible national standard. We then select the best in the UK and train them up to compete with the best in the world at the 'Skills Olympics'. We create medal winning, world- class skills champions: young, confident role models, from all backgrounds, who go on to inspire others to follow in their footsteps.

Ultimately we champion young people because they carry our future on their shoulders. Join us in helping more young people go further, faster in work and life.

## How do we meet our ambitions?

### Directions

We create inspirational role models and run careers advice activities - including the UK's largest careers event.

### Champions

We run over 60 skills competitions to find the UK's best skilled young people and train them to compete as Team UK at international competitions - the '**Skills Olympics**'. Competing for medals against 55 other countries and over 1000 other competitors.

### Accelerate

We develop new innovative, high quality products and services to help young people better prepare for work and life.



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**GO FURTHER, FASTER**

## Role information

**Role:** Training Manager – Cyber Security  
**Directorate:** Champions - Education and Skills Competitions  
**Manager:** Education and Skills Competition Manager  
**Closing date:** 20 July 2018

We are looking for individuals committed to helping young people go further faster, to join our network of Training Managers who are helping hundreds of young people achieve their full potential. In exchange for your time, you will have opportunities to expand your professional network, develop cutting-edge skills and knowledge and access a bespoke training and development programme to raise your professional capacity.

## Scope of the role

Working in partnership with a team of training managers and performance coaches, you will focus on training and mentoring those preparing for international competition, which will be vital in showcasing the level of young talent in the UK to countries around the world.

Training Managers must demonstrate relevant industry knowledge and experience in technical and vocational education and training (TVET). They will play a crucial role in supporting the sustainability, management and design of a high quality skills training programme that enables individuals to raise their professional and technical skills in pursuit of representing the UK in European and International competitions known as the 'Skills Olympics'.

The position of Training Manager for Cyber Security will initially be to complete the Budapest-Kazan Cycle and be for a period of 12 months.

## Team UK Preparation Programme

The Team UK programme is built on our distinctive accelerated learning methodology; underpinned by pedagogical principles and elite sports practices. The programme accelerates the growth of an individual's technical and productivity skills, whilst also focusing on the development of attitudes and behaviours that contribute towards a winning mind-set.

The Team UK preparation programme consists of two strands; technical skills development training and mind-set boot camps. In partnership with our network of Training Managers and Performance Coaches we model global best practice in skills excellence, development and delivery.

## Summary of key responsibilities

### Stakeholder engagement and relationship management

- To act as an ambassador for the work of WorldSkills UK.
- To generate through partnership and collaboration, investment from education and/or industry to secure the UK's participation in a given skill.
- To work with WorldSkills UK and its partners to enhance the benefits of the preparation programme.

### Training and development programme

- Attendance at training and assessment events.
- To make a major contribution to the design, development and delivery of an enhanced training programme to secure world-beating performances in skills competitions, for the UK.
- To support and foster individual learning progress of young people in training and assessment activity, progressing to European and/or international competition.
- To support the transfer of global best practice across education and industry within the UK.

### International competitions

- To participate in the WorldSkills Competition as the UK's designated Expert.
- To take opportunities to demonstrate a welcome and openness to other nations, cultures and social groups.
- To help develop and maintain the WorldSkills Competition in a particular skill.

## Person Specification

Key: [E] Essential / [D] Desirable

### Knowledge and experience

- An outstanding degree of knowledge of the craft or skill in education and/ or industry [E]
- Excellent knowledge of standards either in education and/ or industry in this craft or skill [E]
- Knowledge of international practices and standards in the craft or skill [D]
- Experience of developing and delivering training programmes for young people, in addition to assessment and marking [D]
- Knowledge and experience of managing and monitoring performance and achievement [E]
- Experience in challenging and motivating young adults to achieve success [E]
- Experience working with a diverse group young adults with varying support needs [D]
- Knowledge of an influential network who will be able to support and sustain the skills competition [D]

### Skills

- Ability to observe, analyse, assess and report on performance in detail [E]
- Excellent skills in time management; able to prioritise and plan [E]
- Negotiation and influencing stakeholders in a multi-cultural setting [D]
- Ability to quickly develop successful working and trusting relationships with people from different backgrounds and cultures, and with varying levels of needs [D]
- Excellent communication, listening skills and interpersonal skills [E]
- Enthusiastic, flexible and patient with the capacity to motivate others and self [E]
- Ability to work well under pressure [E]
- Ability to think creatively and solve problems [E]

### Special circumstances

- Capacity to work outside of normal office hours [E]
- Prepared to travel within the United Kingdom and internationally [E]
- Able to spend time away from home [E]

### Attributes

- A respect for young adults with a passion for supporting individuals achieve their full potential.
- Personal integrity and the ability to build trust and respect from others.
- High personal standards of behaviour, sensitivity and responsiveness.
- Willingness to adopt new approaches, methods and techniques.
- Positive attitude and an ability to self-motivate.
- Able to work in a team and independently.
- Commitment to equality and diversity.

### Terms of appointment

WorldSkills UK offers a contribution towards loss of earnings incurred by individuals or their employers while participating in this programme over a 12 month period to a maximum of **50** days, where this is required.

- It is important the applicant is able to understand and have occupational expertise to be considered for the role of Training Manager.
- Appointments will be made for remainder of the current WorldSkills Competition cycle only, on the basis of the criteria set out in this document.
- The offer of appointment will be subject to satisfactory references.
- Travel and subsistence incurred on behalf of WorldSkills UK is reimbursed once appointed to the post.
- All Training Managers will be enrolled onto our leadership and coaching programme.

### Application process

Applications must be submitted by **20 July 2018** and should include:

**WorldSkills UK** | First Floor | 151 Buckingham Palace Road | London | SW1W 9SZ  
**T** 0800 612 0742 | **E** [getintouch@worldskillsuk.org](mailto:getintouch@worldskillsuk.org) | **W** [worldskillsuk.org](http://worldskillsuk.org)

Find a Future (trading as WorldSkills UK) is registered in England at the above address, charity number 1001586, company number 02535199, VAT registration number GB945610716



- a curriculum vitae detailing your career history; and
- a supporting statement with evidence of your suitability for the role, taking into account the points listed in the person specification (throughout the recruitment process we will be looking for examples and evidence of your experience, knowledge and skills)

Shortlisted applicants will be invited to an interview on either the **08<sup>th</sup>** or **10<sup>th</sup>** August 2018, in London

- the interview will include a professional discussion and a short presentation
- the presentation should last no more than 10 minutes and must demonstrate how you will plan your training sessions effectively, ensuring you remain in budget

Applications should be submitted by email (marked 'Private and Confidential') to:  
[competitions@worldskillsuk.org](mailto:competitions@worldskillsuk.org)

Please use the same email address if you would like to ask any questions about the Training Managers role.



**Commitment:** Schedule of activities

Across the remaining cycle there is an estimated commitment of up to **50** days to attend technical meetings, boot camps and to plan and deliver training activity, in addition to attending the competition(s). These days are split across week days and weekends, of which are a combination of fixed days and days that can be organised and planned at the discretion of the Training Manager.

Phases	Duration	Mon - Fri (fixed days)	Sat - Sun (fixed days)	Flexible days planned at the discretion of the Training Manager	Total commitment
<b>Phase 4 (Remaining)</b>	September 2018 - March 2019	2	2	14	<b>18</b>
<b>Phase 5</b>	April 2019 - September 2019	9	8	15	<b>32</b>
		<b>11</b>	<b>10</b>	<b>32</b>	<b>50</b>

**Outline: Phase 4 – Squad UK**

Activity	Date	Notes	Days (up to)
Squad UK Training and Development Programme	September 2018 – March 2019	<i>Preparation, planning and delivery of training and assessment activity, various dates and locations across the UK at any point by the date indicated. Organised by the Training Manager.</i>	4
Technical Development Meetings	19 October 2018 01 February 2019	<i>Mandatory (fixed days)</i>	2
Squad UK boot camps	02-03 February 2019	<i>Mandatory (fixed days)</i>	2
Team UK Selection	March 2019	<i>Preparation, planning and delivery of a Team Selection event</i>	10
<b>Total number of days</b>			<b>18</b>



**Outline: Phase 5 – Team UK**

Activity	Date	Notes	Days (up to)
Team UK Training and Development Programme	April 2019 - September 2019	<i>Up to 15 days Preparation, planning and delivery of technical skill specific training, various dates and locations across the UK at any point by the date indicated.</i>	15
Technical Development Meetings	5 April 2019 12 July 2019	<i>Mandatory</i>	2
Technical Development Meeting and Team UK boot camp	13-14 July 2019	<i>Mandatory</i>	3
WorldSkills Kazan	Competition Live Dates: 29 August – 3 September 2019		12
<b>Total number of days</b>			<b>32</b>