



Information pack for the role of
Skills Competition Administrator Assistant
3 months fixed term
Find a Future t/a WorldSkills UK
November 2018

WorldSkills UK

Who are we?

WorldSkills UK is dynamic, results driven charity that wants to change the national conversation about skills and young people. We are a partnership between governments, businesses and education and we exist to accelerate young people's development in work and life.

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 a small inclusive team that works with a growing network of dedicated professionals and businesses and we are looking for passionate and thoughtful people that will help us develop innovative solutions to the challenge we have set ourselves.

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 people 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 people 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 55 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 nearly 80 other countries and over 1000 other competitors.

Accelerate

We undertake thought leadership activities and develop new ways of supporting business and the education sector help young people better prepare for work and life.

The Structure

WorldSkills UK has a dynamic, hardworking staff team of around 40 and is structured into five directorates each directorate is led by a Director who form the Senior Leadership Team which is led by the Chief Executive.

- [Executive directorate \(including Impact and Planning and Public Affairs\)](#)
- [Operations](#)
- [Finance and Corporate Services](#)
- [Marketing and Business Development](#)
- [Education and Development](#)

Governance

Find a Future trading as WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive so as 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.

Disability Confident

WorldSkills UK is signed up to the disability confident scheme. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancies.



Role Information

Role:	Skills Competition Administrator Assistant
Salary:	Competitive
Directorate/Unit:	Education and Development
Manager:	Senior Education and Skills Competitions Manager
Reports:	None

Role Purpose

The purpose of this role is to provide proactive administrative support to WorldSkills UK team, in a busy and dynamic environment. This role is required to deliver general administrative support across the Skills Competitions Team at WorldSkills UK.

Key Responsibilities

1. Contribute to successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
2. Support the team with administrative tasks including photocopying, filing, taking messages and data entry.
3. Monitor and maintain the Competitions email inbox
4. Assist the team with arrangements for meetings and events including booking travel, venues, catering and accommodation, etc
5. Assist the team with financial processes such as raising purchase orders and tracking budgets
6. Monitor the performance and achievement of key performance indicators and preparing data for inclusion in reports.
7. Maintenance of administrative systems, processes and databases, including tracking of agreements contracting competitors.
8. Support with answering the telephone and liaising with staff, stakeholders and suppliers.
9. Produce and distribute accurate records of meetings.
10. Other duties and/or projects as may reasonably be requested by the Senior Education and Skills Competition Manger acknowledging experience, education and ability.

Person Specification

Key: [E] Essential / [D] Desirable

Qualifications and experience

- Maths GCSE grade A-C or equivalent [E]
- Experience of working in an office environment, including dealing with the public [E]
- Experience of using Microsoft Office suite, including Outlook, Excel, Word, PowerPoint. [E]

Knowledge and skills

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- Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience. [E]
 - A level of numeracy sufficient to be able to check and reconcile statistics, financial information etc. [E]
 - Able to interact with others in a sensitive and diplomatic manner, able to build rapport and establish effective relationships. [E]
 - Able to organise time effectively, create work schedules, prioritise workload and meet deadlines. [E]
 - Able to follow directions from supervisors and respect policies and procedures. Demonstrates commitment to the organisation and task completion. [E]

Personal qualities

- 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]
- Flexible in working methods and ideas. [E]
- Excellent team player and collaborative approach to work. [E]
- Enthusiastic [E]

Special circumstances

- Prepared to occasionally work outside of normal hours. [D]
- Prepared to travel within the United Kingdom. [D]
- Able to spend an occasional night away from home. [D]

Summary of Terms and Conditions

- Fixed term contract from December 2018 until March 2019.
- Salary competitive
- Normal place of work is Floor Four, 151 Buckingham Palace Road, London SW1W 9SZ
- Minimum of 35 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday. Weekend work may be required by mutual agreement for which reasonable time off in lieu will be given.
- 25 days annual leave pro-rata plus public and bank holidays.
- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about 21st of the month.

How to apply

Applications should be submitted no later than close of play on Wednesday 21st November 2018 and should include:

- a curriculum vitae detailing your full career history; and

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- a supporting statement with evidence of your suitability for the role, ensuring you make reference to 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).

Applications should be submitted by email or post (marked 'Private and Confidential') to:

Meryem Ozbiloglu,
Senior HR Manager
jobs@worldskillsuk.org

For an informal conversation about the role please contact Meryem Ozbiloglu, Senior HR Manager by email at mozbiloglu@worldskillsuk.org

It is intended that interviews will be held in London on Thursday 29th November 2019, short-listed candidates will be advised of the process. WorldSkills UK is committed to making appointments on merit by fair and open processes, taking account of equality and diversity.