

Information pack for the role of  
**Assistant Training Manager – Web Design**

**Closing date: 31<sup>st</sup> January 2019**



## 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.



## Role information

**Role:** Assistant Training Manager – **Web Design**  
**Directorate:** Champions - Education and Skills Competitions  
**Manager:** Education and Skills Competition Manager  
**Closing date:** 31<sup>st</sup> January 2019

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.

Assistant Training Managers must demonstrate relevant industry knowledge and experience in technical and vocational education and training (TVET). You 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 Assistant Training Manager for **Web Design** initially be to complete the **Kazan** Cycle and be for a period of 9 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 support the Training Manager to generate through partnership and collaboration, investment from education and/or industry to secure the UK's participation in this 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 in agreement with the Training Manager and WSUK.
- 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 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

- A level 5 Web Design or equivalent qualification (E)
- 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 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]

### **Technical Skills:**

**The applicant would need to possess a thorough working knowledge of:**

#### **Web Programming Languages**

1. HTML/CSS
2. PHP/MySQL
3. PHP Frameworks (Laravel, Code Igniter or Yii)
4. JavaScript
5. JavaScript frameworks (Angular and jQuery)
6. NodeJS

#### **Software applications**

1. Adobe CC (Particularly Photoshop and Illustrator)
2. Code Editors (Particularly Brackets, Sublime Text or Visual Studio Code)

#### **Content Management Systems**

1. WordPress
2. WordPress Plugins

#### **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 an estimated maximum of **15** 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 Assistant Training Manager.
- Find out more here: <https://www.worldskills.org/what/education-and-training/wsss/> The Standards Specifications outline the knowledge, understanding and skills that underpin the international skills competition, and reflect best practice of the associated occupational role in industry or business globally.
- 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 **31st January** and should include:

- 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 TBC at WorldSkills UK Office, 151 Buckingham Palace Road, Victoria, SW1W 9SP

The interview will include a professional discussion of 45 mins and a short presentation of no more than 10 mins. Please see presentation outline below:

### Presentation

As part of the role as an assistant Training Manager you will be required to demonstrate your resourcefulness in terms of identifying the centres of excellence where competitors can be exposed to the highest levels of achievement and or product/process, using your knowledge and contacts within you industry to enlist help in training, obtaining discount prices, short or long term loan of equipment and thinking carefully about where and how you are going to maximise the use of the budget that is agreed with WorldSkills UK.

This is like any budget in that it is not inexhaustible and therefore you should always try to get the best value for money without compromising on your ultimate goal of preparing a young competitor(s) to perform at their very best in an international competition. This usually comes down to trying to obtain or get exposure to the same or very similar materials/tools/techniques that will or may be used at a WorldSkills competition.

As equally important as the budget is the quality and delivery of the training you prepare for your squad. How will you ensure competitors are competition ready? Using the WorldSkills Standard Specification for Web Design as a guide, what will the training encompass to give your squad members the best chance of bringing home a minimum of a medallion of excellence in Kazan?

### Task

1. Prepare a short presentation outlining how you will:
  - a. Plan your training and assessment programme (up to a maximum of 20 days from March to August 2019 for 1 Team member)
  - b. Develop your budget forecast seeking best value for money (maximum of £20k)
  - c. Secure value in kind investment, support and buy in across industry and education.
2. You may use a PowerPoint or other.
3. You will be allocated a maximum of 10 mins to present your proposed plan of activity during the interview.

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

[competitions@worldskillsuk.org](mailto:competitions@worldskillsuk.org)

Please use the same email address **or contact Chris Herron at: [cherron@worldskillsuk.org](mailto:cherron@worldskillsuk.org)** if you would like to ask any questions about the Assistant Training Managers role.

**Commitment:** Schedule of activities

Across the remaining cycle there is an estimated commitment of up to 40 days (to be discussed at interview) 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 your Training Manager	Total commitment
Phase 4	March 2018 - February 2019	2	1	16	19
Phase 5	March 2019 - September 2019	2	0	15	17
		4	1	31	36

**Outline: Phase 4 – Squad UK\***

Activity	Date	Notes	Days (up to)
Squad UK Training and Development Programme	Jan – February 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 Assistant Training Manager.</i>	11
Technical Development Meetings	25 January 2019	<i>Mandatory (fixed days)</i>	1
Team UK Selection	February/March 2019	<i>Preparation, planning and delivery of a Team Selection event</i>	7
<b>Total number of days</b>			<b>19</b>

\* WorldSkills UK is currently dependent in part on government funding, and at this time the financial support we will be receiving from government for 2019/20 has not been agreed. It is therefore important to understand that our offer to you will be contingent on our ability to secure funding, both through contributions by government and through commercial partnerships.



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
<b>Total number of days</b>			<b>17</b>

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