

Information pack for the role of High Performance Coach at WorldSkills UK August 2024

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1. Why work for 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.

Our brand values

Inclusive:

We champion the benefits of high-quality apprenticeships and technical education and help more young people, whatever their background, develop their skills set and mindset to ever higher standards to get the best start in work and life.

Bold:

We are ambitious and daring in the way we do things and communicate about them. We are flexible to allow for the challenges that an ever-changing economic and skills landscape brings.

Positive:

As a progressive and passionate organisation, we see that our support makes a measurable difference. We help young people start out on the right path to reach their potential and we give UK employers a competitive edge by developing highly skilled employees.

3. Structure and governance

WorldSkills UK has a dynamic, hardworking staff team of circa 50 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

We are seeking to appoint an additional High Performance Coach to the Workforce Development team, in order to support the expansion and success of the Centre of Excellence programme, delivered in partnership with NCFE, Skills Education Group and Autodesk.

The successful candidate will oversee the relationship management for a portfolio of member organisations from across the technical education sector, contributing to the delivery of world class training opportunities whilst leading on the development and delivery of a Community of Practice offer for Advanced Manufacturing, bringing together education and industry to explore key themes. In addition, the role will lead on the development of technical masterclasses in the field of Advanced Manufacturing and Engineering delivered through our industry partners.

Job description

Role:	High Performance Coach
Directorate:	Standards
Team:	Workforce Development
Manager:	Senior Workforce Development Manger
Direct reports:	None

Role purpose

To design, develop and facilitate training opportunities in technical education, as part of the WorldSkills UK Centre of Excellence programme, leveraging international best practice to raise standards for learners. Contributing to all areas of the programme including world-class teacher training and the Network for Innovation, maintaining responsibility for a portfolio of training providers, ensuring effective communication and sustained engagement in the Centre of Excellence offer.

Key tasks and responsibilities

1. Contribute towards the design and delivery of the WorldSkills UK's Centre of Excellence teacher training and skills development programme for teachers, trainers and learners - mainstreaming excellence in the quality and delivery of apprenticeships and technical education:

- Design and plan high-quality training programmes which form part of the Centre of Excellence to supercharge teaching and training practices in colleges, independent training providers and HEI's through CPD, masterclasses and digital learning.
- Lead and work with associate trainers, industry partners and external suppliers to design and implement mindset or technical skills development training.
- Produce up-to-date and relevant copy for all teacher training and skills development opportunities on offer to include overview, learning outcomes audience for publication across websites, brochures, event booking systems and any publications to promote and advertise a yearly programme of workforce development opportunities.
- Design and produce a range of tools and resources for educators to support educators/learners to develop higher quality skills that will be available within the WorldSkills UK Learning Lab.
- Deliver training, coaching and mentoring groups of educators across colleges, independent training providers, HEI's and employer providers.

- Take responsibility for the collation of case studies, data, outputs and insights to contribute towards the overall effectiveness of evaluation and impact of the annual cycle of training activity.

2. Understand and transfer industry and global best practice to increase the standard of teaching, training and assessment ensuring educators are equipped to facilitate high quality skills development to learners meeting employer needs:

- Research and investigate insights and best practice from industry and global best practice to inform the development of the Centre of Excellence workforce development offer.
- Transfer knowledge from exposure to WorldSkills international in capacity of Training Manager or Skills Competition Manager; or work in collaboration with international partners to deliver projects, insights and exchanges to raise standards in the UK through international best practice.
- Act as a lead point of contact, overseeing relationships and collaboration with WorldSkills members or industry partners to plan with network innovation team skills exchanges/best practice, sharing opportunities for institutions, educators and learners.
- Analyse and interpret policies and reforms in apprenticeship, technical and higher technical education to maximise the impact of our work to benefit WorldSkills UK Centre of Excellence, government, education and business.
- Contribute towards the development of assets through reports, case studies, blogs, teaching and learning resources to broaden breadth and scale of WorldSkills UK programmes of work.
- Working closely with internal teams to advise, support and facilitate opportunities to maximise the impact of programmes of work across the organisation.
- Contribute towards the Centre of Excellence network for innovation to include planning, presenting and mobilising speakers (physical and virtual), with a specific focus on leading a Community of Practice in the field of Advanced Manufacturing.

3. Play a key role in influencing policy, standards, and qualification design to align to world-class standards of excellence:

- To contribute towards policy discussions across the education sector with the likes of DfE, ESFA and IfATE to contribute to qualifications and development of standards from competence to world-class standards of practice to meet employer needs.
- To consult and contribute towards the development of NCFE qualifications, assessment, standards and resources.

- To support NCFE, apply the insights and intelligence it receives from its involvement with the Centre of Excellence to inform and enhance product and service offerings.
 - To analyse, evaluate and report on current policy in technical and vocational education and training to influence policy and standards generated through the programme.
- 4. Contribute to successful delivery of WorldSkills UK's strategic priorities, annual business objectives and growth of Centre of Excellence programme:**
- Oversee relationship management for a portfolio of organisations across the technical education sector. Ensuring timely and effective communication of opportunities and identification of training needs, promoting sustained engagement in all areas of the Centre of Excellence programme.
 - Take ownership of projects and activities across the Centre of Excellence ensuring all deviations from targets (time, money, people, etc.) are identified and addressed at the earliest possible stage.
 - Contribute towards the promotion of the annual calendar of teacher training and skills development opportunities to ensure targets are met and achieved.
 - Effectively co-ordinate resources (including agencies, suppliers, contractors) so that all project elements are delivered to acceptable standards on time, to budget and meet the required specification(s)/objective(s).
 - Manage activities/tasks in accordance with the agreed project plan to ensure delivery on time and to budget.
 - Manage time and commitments to fulfil the full requirements of the post.
 - Other duties and/or projects as may reasonably be requested acknowledging experience, education, and ability.

General

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

- Contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- Promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with particular reference to those related to Health and Safety and on equity, diversity and inclusion.
- Carry out any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant

changes will be made in consultation with the post holder acknowledging experience, education and ability.

Person specification

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

Qualifications and experience:

- Qualifications and/or experience in teaching, training and assessment [E].
- Experience in planning and delivering training to educators using a range of teaching, coaching and mentoring methods and techniques [E].
- Qualifications and/or experience from the Manufacturing or Engineering sector [E].
- Experience designing and implementing workforce development training to promote mastery of job-related knowledge and skills [D]
- Experience building and maintaining relationships with global communities, teachers, trainers and senior stakeholders across education, training and industry [D]
- Experience developing standards, qualifications and assessment practices across technical and vocational qualifications e.g. apprenticeships / T-Levels [D]

Knowledge and skills:

- Knowledge and understanding of current policies and reforms in technical education, including FE and HE [E].
- Knowledge, experience and a good command of teaching and assessment skills [E].
- Ability to absorb and evaluate complex information quickly and use this to construct and manage robust plans which deliver the required objectives [E].
- Knowledge and skill in translating policy into practice [D].

Personal qualities and attributes:

- Very reliable and with a high level of probity [E].
- Able to work to one's own initiative with broad direction. [E].
- Able to think creatively and solve problems. [E].
- Possess a strong work ethic and desire to achieve results. [E].
- Flexible in working methods and ideas. [E].
- Excellent team player and collaborative approach to work. [E].
- Enthusiastic and able to motivate others. [E].
- Excellent interpersonal qualities required to work with diverse individuals and settings. [E].

- Ability to quickly develop successful and trusting working relationships with people. [E].
- Respect for diversity and inclusion with practical ideas for their implementation within the scope of the post. [E].

Special circumstances:

- Prepared occasionally to work outside normal hours [E].
- Prepared to travel within the United Kingdom [E].
- Able to spend time away from home [E].

Summary of terms and conditions

- Fixed term August 2025.
- The salary for this role is £50,000.
- 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.
- This is a remote position, but the role will entail travel to support delivery of training programmes and attendance at events, including quarterly all staff events held in London.
- 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, including part time, 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 three months' probationary period with one month's notice during the probationary period and two months' 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** to help us in this process.

Applications should be submitted no later than **midday on 09/09/24** by email to Sophie Budgen, Senior HR and Corporate Services Manager at jobs@worldskillsuk.org and must include:

- A curriculum vitae detailing your full career history with identifying information removed.
- A supporting statement with evidence of your suitability for the role, considering 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).
- A separate document containing your contact details 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 https://www.surveymonkey.co.uk/r/WSUK_Recruitment_2023-24.

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.

Process and timelines

It is intended that first-round interviews will be held by Zoom w/c 17/09/24. Short-listed candidates will be advised of the process. Second round interviews will be held w/c 24/09/24.

Reasonable adjustments will be offered to all candidates and every stage of the recruitment process for further information please contact Sophie Budgen, Senior HR and Corporate Services Manager at jobs@worldskillsuk.org