

**Application pack for the role of
Project Manager – National Competitions Delivery
at WorldSkills UK
Sep 2024**

1. Why work for WorldSkills UK.....	3
2. About WorldSkills UK	3
Our vision – what we believe	4
Our mission – what we want.....	4
Our values.....	4
3. Structure and governance	4
4. Our approach to equity, diversity and inclusion	4
5. About the role	5
Job description.....	5
Person specification	7
Summary of terms and conditions	8
6. How to apply	8
Equity, diversity and inclusion monitoring	9
Process and timelines	9

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 an independent charity and a partnership between employers, education and governments. We're a leading member of WorldSkills, a global movement in over 85 countries.

Together, we use international best practice in skills development to raise standards in apprenticeships and technical education so more young people and employers succeed.

We are working to develop a world-leading UK skills economy by:

- supporting young people, from all backgrounds, to become world-class in skillset and mindset through national and international competitions-based training programmes and careers advocacy;
- improving training quality to world-class standards by mainstreaming international best practice in policy and practice across UK; and
- helping boost economic productivity and investment potential by providing intelligence on world-class skills to employers.

Our vision – what we believe

Apprenticeships and technical education are prestigious career routes for all young people.

Our mission – what we want

To improve the quality of apprenticeships and technical education for the benefit of all young people and employers.

Our 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 around 60 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, Deputy CEO and 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 Chief Executive 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

This new role within the Operations Directorate will manage our existing portfolio of national skills competitions, work with the wider team and network to develop our offering to ensure we are aligned with the UK economic priorities.

You will have experience of the technical and vocational education and training or apprenticeship systems, be proactive and able to engage with a range of stakeholders.

Job description

Role: Project Manager – National Competitions Delivery

Directorate: Operations

Team: National Competitions

Manager: Senior National Competitions Manager

Direct reports: National Competitions Coordinator

Role purpose

The purpose of this role is to manage relationships with key stakeholders to ensure the national competition programme is delivered to a high standard, ensuring a collaborative approach to its development and delivery, in partnership with education and industry.

Key tasks and responsibilities

1. Management of a portfolio of national skills competitions across a range of industry sectors:

- Develop knowledge and understanding of each competition and their operational needs and requirements, through meetings (one-to-one and group), with competition organising partners (COPs), educators and industry.
- Provide technical and operational advice, guidance, and support on competition delivery to internal teams, partners, and external stakeholders in education and industry.
- Undertake mid-year and annual reviews of competition organising partners (COPs) and continually seek to develop efficient quality procedures.

- Support competition organising partners (COPs) to understand programme requirements and produce key documentation to a consistent high quality and standard, submitted to agreed timeframes.

2. Management of all contracts and processes associated with WorldSkills UK's network of competition organising partners (COP's):

- Implement the competitions organising partner (COP) quality assurance and continuous improvement model and monitoring framework, to ensure the programme runs effectively through contract compliance and that key milestones are met and risks are mitigated.
- Quality assure and sign off key competition deliverables and milestones, reporting and tracking progress on centralised monitoring systems.
- Carry out monthly catch up and bi-annual reviews of competition organising partners (COPs) and support them to continually improve programme delivery resulting in a high-quality, innovative competitions and a positive competitor experience.
- Provide development support to delivery partners to raise the standard and quality of competitions delivered within their footprint, in collaboration with the Quality and Standards team. This also includes organising sector-based cluster meetings for competition organising partners to foster greater collaboration and collect, synthesise and exchange information and best practice pertinent to their particular industry or sector.
- Ensure monitoring and reporting systems are accurate and kept up to date.
- Work with the Corporate Partnerships team to manage competitions funded through an investment model.

3. Support the development of new skills competitions:

- Review, assess and implement initiatives that create future-proof skills competitions that are sustainable, responsive to employer needs and provide greater alignment to UK economic priorities.

4. Project management:

- Take ownership of allocated projects within the Operations directorate ensuring all deviations from targets (time, money, people etc.) are identified and addressed at the earliest possible stage.
- Effectively coordinate 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).

5. General

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

- Manage, support and motivate allocated staff to successfully deliver activities/tasks.

- Produce requirement specifications in line with WorldSkills UK's procurement strategies for all outsourced activity.
- Maintain WorldSkills UK's established management policies for dealing with risks and issues for the National Competitions team and the wider organisation.
- 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:

- Project management or education related qualification and/or relevant experience [E].
- Experience of contract managing complex projects and programmes in the publicly funded sector [E].
- Experience of working within technical and vocational education and training and apprenticeships systems [E].
- Proven track record of multi-stakeholder and relationship management [E].
- Experience, knowledge and skills within education quality frameworks, industry standards or awarding body [E].
- Experience of delivering to challenging timelines against multiple, occasionally conflicting, priorities and delivering to time, budget and quality [E].
- Experience of managing successful teams and/or learners' outcomes in professional and technical education [D].

Knowledge and skills:

- Strong analytical, problem solving and critical thinking skills [E].
- Skilled in managing multiple projects with a wide range of stakeholders, overseeing activities through effective prioritisation, planning and resource management [E].
- Excellent interpersonal and communications skills to build strong relations with delivery partners and TVET stakeholders in the UK [E].
- Proactive, creative self-starter able to prioritise to operate in a fast-paced environment, largely unsupervised and able to deliver to deadlines [E].
- Ability to lead and manage an external network of stakeholders to include individuals, providers, and employers [E].

Personal qualities and attributes:

- 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].
- 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].
- Responsive and proactive with a can-do attitude [E].
- Enthusiastic and able to motivate others [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

- Permanent.
- The salary range for this role is £35,000 to £40,000 per annum.
- 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.
- Normal place of work is Third Floor, 25 Wilton Road, London SW1V 1LW. This role is office based (as above) but with flexible hybrid working. It is expected the postholder will attend the office at least once or twice a week.
- 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 six 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 Friday 4th October 2024**, by email to Sophie Budgen, Senior HR 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_2022-23.

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 14th October 2024, with second-round interviews to be held w/c 21st October. Short-listed candidates will be advised of the process.

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