

Information pack for the role of Assistant Training Manager

**International Development Team
WorldSkills UK
(April 2025)**

About WorldSkills UK

WorldSkills UK is a four-nation 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 enable us to embed world-class training standards across the UK to help drive investment, jobs and economic growth.

Diversity

At WorldSkills UK we strongly value 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 welcome applications from diverse backgrounds. WorldSkills UK is an equal opportunities employer that encourages 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. We particularly encourage applications from those from diverse groups, such as women, members of the BAME and LGBTQ+ communities, to join us as at WorldSkills UK.

We are a member of the Disability Confident Scheme and guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies, and we are committed to making reasonable adjustments at all stages of the recruitment process for candidates to perform to the best of their ability.



About the role

The Assistant Training Manager role plays an important part in supporting WorldSkills UK to achieve one of our main impact objectives of achieving a top 10 performance at WorldSkills competitions, alongside transferring learning and insights across technical and vocational education and training to drive productivity in the UK through the focus on accelerated skills development and world-class training.

The key purpose of the Assistant Training Manager role is to support the Training Manager to develop and ensure successful delivery of individualised training programs for UK competitors that result in medals in international competition. The International competition-based training programme combines three elements: technical skill mastery of the skill; development of a growth mindset and perfecting what we like to call 'competition craft'.

Role description

Role: Assistant Training Manager

Grade: Daily contribution rate of £150 per day

Type: Fixed term contract until November 30, 2026

Team: International Development Team

Key tasks and responsibilities

Assistant Training Managers should demonstrate relevant and current industry knowledge and technical experience. They will support the Training Manager to deliver an intense training programme drawing from industry experience and rapidly develop the skills and personal attributes of a group of young people to achieve high standards of performance in this technical specialism, in line with the standards outlined by WorldSkills UK, to ensure medal success in international competitions.

You will have:

- Experience of designing, developing and delivery of training programs.
- Knowledge and experience of managing and monitoring performance and achievement.
- Experience in creating and managing test projects.
- Experienced teaching, training and coaching skills.

Other:

- through delivery of the services outlined above, you will contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives
- Assistant Training Managers are expected to promote and comply with the policies of WorldSkills UK with particular reference to those related to Health and Safety and equality, diversity and inclusion
- any other duty as may be reasonably assigned that is consistent with the nature of the role and its level of responsibility.

The talent development programme

The Assistant Training Manager will:

- demonstrate high levels of skill mastery within an education or training setting with experience of working with young people to empower, motivate, challenge and stretch
- support the development and the design and delivery of an accelerator training programme to secure world beating performances in skills competitions, for the UK
- contribute to coordinating support from the WorldSkills UK community to enable Team UK to achieve a top 10 medal position at the WorldSkills Competition in Shanghai, September 2026.

Influence global vocational standards of practice

- As part of the Assistant Training Manager role, you will assist the Training Manager to access a global network of fellow practitioners, both in advance of the competition through an online community and then throughout the four-day competition event
- You will support development of the WorldSkills competition in your skill, as the UK's designated Assistant Training Manager, demonstrating a welcome and openness to other nations, cultures and social groups
- You will support the transfer of insights and learning gained from international exposure back into technical vocational education and training systems and WorldSkills UK national competition practices.

As an Assistant Training Manager, you will join a community of fellow trainers from across the UK and will have the opportunity to build on your industry expertise and experience in TVET, by having access to a global network of experts and a mandate to bring that learning back into the UK. You will receive the following professional development opportunities.

Assistant Training Managers will:

1. benefit from the professional development programme for Assistant Training Managers which provides a unique opportunity to learn lessons from elite sports and coaching world-class performers, expanding and enhancing coaching and leadership skills.
2. assist in an international exchange of best practice between education and industry
3. develop cutting-edge skills and knowledge to champion world-class skills development in the UK
4. in partnership with a community of trainers and coaches, you will support the development and transformation of a group of young learners, you will be sharing and transferring your knowledge, skills and expertise in the pursuit of excellence
5. gain recognition and exposure to national and global markets, building an international network in your skill area
6. support the Training Managers to represent the UK, as the voice for skills development and world-class training in the UK.

We recognise the significant contributions made by education and businesses who release employees for their involvement as a WSUK Assistant Training Manager. In return we offer a financial contribution towards time invested, professional development of staff and access to our key events.

Employers will:

1. have access to a global professional network to provide opportunities for sharing new ideas, resources and best practice in skills development and world-class training
2. be able to transfer knowledge and skills across your wider workforce to add tangible value to business operations and study or training programmes, through dissemination of best practice and influence of peers
3. gain a national reputation as a key influencer for standards of excellence and world-class training
4. promote dual professionalism within your organisation and embed a culture of continuous professional development
5. through involvement with WorldSkills UK, drive recruitment and retention and use as an effective tool to upskill your workforce supporting initiatives to engage, reward and recognise employees
6. access marketing and PR opportunities linked to apprenticeships and skills development.

What we are looking for

Knowledge and experience

Can you demonstrate a high degree of competence in 2- 3 out of the 4 areas below?

- An outstanding knowledge of the skill and standards in education and industry
- Experience of monitoring performance alongside marking and assessment
- Experience in challenging and motivating a diverse group of young adults to achieve success
- Knowledge of an influential network who will be able to support you in the planning and delivery of the training programme.

Skills

Can you demonstrate a high degree of competence in any 4 out of the 5 areas below?

- Ability to observe, analyse, assess and report on performance in detail
- Well-developed skills in IT applications, time management, planning and budget management
- High level communication and interpersonal skills, able to negotiate with and influence a range of stakeholders and work with young people
- Enthusiastic, flexible and patient, you will be able to build effective relationships, motivate others and yourself
- Ability to think creatively and solve problems.

Special circumstances

Can you meet all the following requirements?

- Substitute for the Training Manager to work outside of normal office hours with the flexibility to work away from home
- Gain full support of your employer to perform the role and participate in the programme
- Be prepared to travel within the United Kingdom and internationally.

Commitment

We recognise the commitment needed from individuals and their employers and where we can, offer return through continuous professional development and a financial contribution towards time invested. Across the two-year programme, time commitment will be grouped under two headings. The programme started January 2025 and continues until November 2026 leading to WorldSkills in Shanghai. You will be expected to contribute towards delivery of the following commitments (up to a maximum of 50% of the number of days, depending on the skill.)

Programme outline	Activity	Duration
Training days	Support with the design and delivering specialist training to competitors over the course of the 18-month programme.	Contribute towards training delivery of up to a maximum of 27.5 days
Professional development	The programme of continuing professional development is delivered through WorldSkills UK boot camps over the course of the 18-month programme.	Up to a maximum of 9 days
Maximum number of days over 18 months		36.5 days

These days are split across weekdays and weekends, of which around 20% are fixed dates and 80% are days that can be organised and planned at the discretion of the Training Manager.

How this works for some of our experienced Training Teams

Our existing community of valued Training Managers and Assistant Training Managers are drawn from all sectors of industry and education; many are from further education or training providers, whilst others are self-employed. There are many models in use, including planning activities for training in blocks of 3-5 days, or for a single designated day each week, or a combination of both together with the flexibility of utilising occasional evenings and weekends.

Terms of appointment

- WorldSkills UK offers a contribution towards time invested by individuals or their employers while participating in this programme over the following 12-month period
- It is important the applicant has the occupational expertise at the required standard as outlined in page four to support the Training Manager
- Appointments will be made for one WorldSkills Competition cycle only, (approximately 18 months in this instance)
- Travel and subsistence incurred on behalf of WorldSkills UK is reimbursed once appointed to the post.

Summary of terms and conditions

- Fixed term until November 30, 2026 (with the possibility of extension dependent on Government funding)
- We provide a daily contribution rate of £150 per day
- Maximum of 36.5 days including occasional evening and weekend work (dependent on training programme)
- The offer of appointment will be subject to satisfactory references
- Payment of invoices and expenses is paid in the next available pay run when claim forms are completed and submitted to the finance team (including travel expenses).

How to apply

WorldSkills UK is excited to see applications from individuals who meet the Assistant Training Manager role requirements, who are supported by their employer and have the capacity to meet the commitments of the Assistant Training Manager opportunity.

Stage 1

Submit your CV to: international@worldskillsuk.org and complete the MS Forms application **by 5pm Friday 2 May 2025**. **The application form link is here:** <https://forms.office.com/e/Xe1aAPkiCv>

Stage 2

Shortlisted applicants will be invited to a virtual interview during which you will have an opportunity to hear more about the role and meet the WorldSkills UK Team, week beginning **12 May 2025**

Successful applicants will be asked to attend a remote programme induction and take part in our event schedule once appointed.

Diversity Monitoring

Applicants are also asked to complete a Diversity Monitoring Questionnaire at <https://www.surveymonkey.co.uk/r/WQS7WS9>.

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. 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 recruitment process ever have access to it. The data is pseudonymised and used by our HR team to understand how best to meet our diversity and inclusivity targets.

Process

Reasonable adjustments will be offered to all candidates and every stage of the recruitment process for further information please contact Morwenna O'Brien, at jobs@worldskillsuk.org