

**Information pack for the role of
Equity, Diversity and Inclusion
Programme Manager at
WorldSkills UK
April 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	5
5. About the role.....	5
Job description	7
Person specification.....	9
Summary of terms and conditions	10
6. How to apply.....	11
Equity, diversity and inclusion monitoring.....	11
Process and timelines.....	11

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. helping boost economic productivity and investment potential by providing intelligence on world-class skills to employers.

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 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

Through our range of programmes, we work to inspire and empower young people, whatever their background to succeed in work and life. A unique opportunity has arisen for a highly motivated and enthusiastic individual to manage the delivery of our EDI programmes and have a real impact on the participation of underrepresented groups in our programmes, as well as building on our established position within the skills sector.

The ideal candidate will have experience in developing, managing and evaluating senior stakeholder relationships with external networks. With a proven track record of consistently delivering projects and programmes with high-quality results, the successful candidate will have up to date ED&I knowledge and demonstrable experience of raising the profile of an organisation within this setting. The candidate will be experienced in development of programmes and partnerships to suit delivery of strategic objectives, and be able to project manage internal colleagues to deliver against set KPIs.

The successful candidate will have a passion for working within a charity that focuses on developing young people from all backgrounds, and will have the

experience, knowledge and understanding to drive forward EDI in external facing programmes.

Job description

Role: Equity, Diversity and Inclusion Programme Manager

Directorate: External Affairs

Team: Corporate Partnerships

Manager: Senior Strategic Partnerships Manager

Direct reports: n/a

Role purpose

The purpose of this role is to lead, develop and deliver WorldSkills UK's external Equity, Diversity, and Inclusion (ED&I) programmes supported by stakeholder engagement strategies across our network of industry, education and government. The role will ensure that we engage external stakeholders to help deliver our ambition to be a leader, partner and ally in creating positive change for ED&I in the skills sector.

Key tasks and responsibilities

1. Deliver positive action activity for change:

- Support the development and delivery of WorldSkills UK's external ED&I strategy. Ensure it is fit for purpose, has recognised long term goals and will deliver measurable change, reflecting organisational priorities around increased engagement with ethnic minority groups and females. Provide an overarching framework and help further develop strategic KPIs for our ED&I work, ensuring effective use of data, monitoring progress and performance.
- Work with the Senior Strategic Partnerships Manager to develop action plans that will drive our continuous improvement:
 - Support our skills competition development programmes to increase the diversity of young people engaged
 - Support the development of role models to showcase the impact of our work and encourage diversity in key areas of industry, including future priority skill areas
 - Support the development of learning resources that aid engagement with underrepresented groups
 - Support teams to ensure ED&I matters are considered and addressed as key components of all strategies, plans and programmes.

2. Manage the ED&I Advisory Group:

- This is a unique opportunity to work with experienced and prominent senior individuals from across education and industry who are invested in driving the agenda for ED&I.

- Lead the administration and ongoing development of our Equity, Diversity and Inclusion (EDI) Advisory Group.
- Engage the Group to help support, advise and challenge WorldSkills UK on its actions to remove obstacles and barriers faced by young people from under-represented backgrounds in our programmes.
- Report regularly to the Group on progress against KPI's and facilitate reports for the WorldSkills UK Board.

3. Project Manage the ED&I Heroes Awards

- The Awards is an established flagship event which provides a platform for WorldSkills UK to celebrate success with its partners, amplify best practice and inspire others to drive change across the skills systems in education and business.
- Project manage delivery of the annual Equity, Diversity, and Inclusion Heroes Awards, supported by relevant internal teams
 - Establish the nominations process
 - Co-ordinate the judging panel
 - Organise the awards ceremony
 - Manage the support of the awards partners.

4. Manage strategic relationships

- Manage a portfolio of ED&I focused Strategic Partnerships with organisations from across the skills sector, facilitating their support and engagement with our EDI programmes.
- Grow our network of partners to widen our reach, help further drive work in this area and collectively impact on the sector.
- Advise and support the development of the CEO's international activities on ED&I with WorldSkills International (WSI).

5. Raise the profile of WorldSkills UK's ED&I work:

- Work with teams across the organisation to support our Mission to ignite a national and global movement to help more young people, regardless of their background, get the best possible start in work and life.
- Support the Senior Strategic Partnerships Manager and Marketing and Communications Team to showcase the impact of our programmes:
 - Help to externally profile and articulate the value and impact of our activities using the channels and tools available
 - Seek opportunities to advocate for our work through stakeholder engagement and networking
 - Support the Corporate Partnerships team to identify and secure commercial income related to our ED&I initiatives.

- Work across the organisation to build on existing external relationships and develop new strategic partnerships that reinforce our position as a skills sector leader.

6. Internal ED&I Liaison:

- Whilst not responsible for WorldSkills UK's internal ED&I activities and agenda it is anticipated that the post holder will spend up to 10% of their time supporting and working with the Corporate Affairs team on internal ED&I matters, with the remaining 90% spent on external work.
- It is not essential that the postholder has extensive experience in this area.

7. General

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

- 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 Corporate Partnerships 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:

- Demonstrable equity, inclusion and diversity experience [E].
- Experience of managing and delivering, at pace, external ED&I programmes that have achieved positive change outcomes [E].
- Proven track record of engaging multiple external stakeholders and relationship management at all levels [E].
- Demonstrable experience as a networker within the ED&I sector and/or further education sector [D].
- Project management qualification and/or relevant experience [E].

Knowledge and skills:

- Up to date knowledge of the wider equity, diversity and inclusion agenda [E].
- Ability to clearly and concisely articulate ideas, concepts, and new ideas to engage multiple external audiences and successfully influence opinion [E].
- Able to present metrics and report on progress against business objectives and KPIs to all relevant stakeholders [E].
- Strong communication and interpersonal skills [E].
- Able to build a strong external network to understand ED&I practices across other businesses in our industry [E].
- Strong analytical, problem solving and critical thinking skills [E].

Personal qualities and attributes:

- Passionate about equity, diversity and inclusion and making positive change within a wide network [E].
- Excellent team player with a collaborative approach to work [E].
- Enthusiastic and able to motivate others [E].
- Very reliable and with a high level of probity [E].
- Able to work on 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].

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 - £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 Monday, 3rd June 2024** by email to Kamanie Govender 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](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 10 June 2024. 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