



Information pack for the role of **Head of Executive Office** WorldSkills UK July 2019

WorldSkills UK

Who are we?

WorldSkills UK is dynamic, results driven charity that wants to change the national conversation about skills and young people. We are a partnership between governments, businesses and education and we exist to accelerate young people's development in work and life.

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 a small inclusive team that works with a growing network of dedicated professionals and businesses and we are looking for passionate and thoughtful people that will help us develop innovative solutions to the challenge we have set ourselves.

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 people 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 people 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? Through three core programmes:

Directions

We create inspirational role models and run careers advice activities - including the UK's largest careers event.

Champions

We run over 55 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 about 60 other countries and over 1000 other competitors.

Accelerate

We undertake thought leadership activities and develop new ways of supporting business and the education sector help young people better prepare for work and life.

The Structure

WorldSkills UK has a dynamic staff team of around 40 and is structured into five directorates each directorate is led by a Director who form the Senior Leadership Team which is led by the Chief Executive.

- Corporate Affairs
- Operations
- Finance and Corporate Services
- Marketing and Business Development
- Education and Development

Governance

Find a Future trading as WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive so as 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.

Disability Confident

WorldSkills UK is signed up to the disability confident scheme. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancies.



Role Information

Role:	Head of Executive Office
Grade:	A (c£50,000-£55,000)
Directorate/Unit:	Executive Office
Manager:	Chief Executive
Reports:	PA to CEO

Role Purpose

To enhance the CEO's overall effectiveness by holding a strategic overview of the organisation's activities to help ensure delivery of the organisation's ambitious 5 year plan.

To act as the Company Secretary supporting the Board to achieve its goals, ensuring legal compliance and taking forward the recent strategic governance review.

Key Responsibilities

1. To enhance the CEO's overall effectiveness by holding a strategic overview of the organisation's activities to help ensure delivery of the organisation's ambitious 5 year plan. In doing so:
 - Help ensure CEO-led speeches, blogs, thought leadership content and activities are coordinated and align with strategic objectives.
 - Provide support in relation to CEO priority activities, for example : the development of the "productivity lab" concept and activities; digital transformation; social mobility, diversity and inclusion; and international projects in the context of WorldSkills Europe and WorldSkills International;
 - Provide advice and support to: help ensure CEO's time is used effectively to support delivery of strategic priorities; help ensure briefing and coordination is provided for regular and ad hoc meetings of the CEO and in relation to the chair and the board; and coordinate management of operational matters and correspondence which relate to the CEO; and
 - ensure effective decision making processes through the provision of secretariat support for Senior Leadership Team meetings and decision making flow and take the strategic lead on developing SLT agendas, in conjunction with Operational Management Team agendas, and other ad hoc meetings with stakeholders to ensure joined up and timely decision making processes.
2. To act as the Company Secretary, supporting the Board to achieve its goals, ensuring legal compliance and taking forward the recent strategic governance review. In doing so:
 - Support the Chair, deputy Chair and CEO to ensure effectiveness of the board and support chair and deputy chair in the smooth execution of their responsibilities;

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- liaise with the Chair of the Board and the CEO to produce agendas, reports and briefings and ensure that all meetings of the Board and its committees are planned and managed effectively;
 - ensure good Board governance and compliance with relevant Charity Commission and Companies House and other statutory requirements and keeping up to date with governance good practice
 - Support delivery on the recommendations in the on-going review of board and governance structures;
 - Review, monitor and implement effective administrative systems and ensure that they are responsive and timely and compliant; and
 - ensure internal policies are monitored for compliance, alerting SLT to issues and proposing remedial actions to mitigate risks.
3. Line manage the PA to the CEO.
 4. Contribute to successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
 5. Maintain the highest levels of probity and confidentiality in the conduct of business.
 6. Support the CEO's strategy development activities, board executive support and projects and other specific projects as appropriate.
 7. Build effective working relationships with all members of the Board and Senior Leadership Team.
 8. Other duties and/or projects as may reasonably be requested by the Chief Executive acknowledging experience, education and ability.

Person Specification

Key: [E] Essential / [D] Desirable

Qualifications and experience

- Educated to degree level or equivalent (either qualifications and/or experience). [E]
- Recent and relevant experience of working at a senior level, eg providing effective support to Chief Executive, Board or similar. [E]
- Experience of establishing and maintaining excellent administration and workflow management processes [E]
- Experience of Company Secretarial or Clerk to Governors [E]
- Interest in working with young people and alignment with our organisations purpose [D]

Knowledge and skills

- Excellent people management skills and team leadership experience. [E]
- Demonstrable ability to work independently and proactively [E]
- Ability to advise and brief senior managers and Board Directors [E]
- Excellent oral and written communications skills, including report drafting [E]
- Highly organised with excellent problem solving skills [E]
- Excellent customer service skills with a proven ability to respond positively and proactively to colleagues and external contacts [E]
- High levels of accuracy, integrity and confidentiality [E]
- Excellent administrative skills and good IT skills, including Microsoft Office packages: Word, PowerPoint, Excel, Outlook and databases [E]

Personal qualities

- Very reliable and with a high level of probity. [E]
- Scrupulous attention to detail and demonstrable organisation skills. [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]
- 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 to occasionally work outside of normal hours. [E]
- Prepared to travel within the United Kingdom. [E]
- Able to spend an occasional night away from home. [E]

Summary of Terms and Conditions

- Permanent post.
- Salary £50,000 to £55,00
- Normal place of work is Floor Four, 151 Buckingham Palace Road, London SW1W 9SP
- Minimum of 35 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday.

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- 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 months' notice.
 - The offer of appointment will be subject to satisfactory references.
 - Salaries are paid monthly by direct transfer on or about 21st of the month.

How to apply

Closing date: 10.00 a.m. Monday 16th September

Applications should include:

- a curriculum vitae detailing your full career history; and
- a supporting statement with evidence of your suitability for the role, taking into account 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).

For an informal discussion about the role, please contact:

Simon Lloyd, Director, simon.lloyd@nfpconsulting.co.uk or 07961 988 523

Vikki Park, Principal Consulting vikki.park@nfpconsulting.co.uk or 07495 259 123

Apply on line at www.nfpconsulting.co.uk/wsuk