

Job Title:	IMI Skills Competition Manager
Department:	Membership Engagement & Public Affairs
Location:	Hybrid
Role reports to:	Head of Research, Careers & Inclusion

Purpose of Role:

The Skills Competition Manager will be responsible for planning, delivering, and developing the IMI's skills competition programme in line with WorldSkills UK requirements. This role ensures the smooth running of competitions at regional and national levels, supporting learners, employers, training providers, key partners and sponsors while spotlighting automotive as a positive career destination and promoting excellence in vocational training across the automotive sector.

The post holder will manage competition operations end-to-end, from candidate engagement through to finals, ensuring excellent management of the WorldSkills UK relationship and ensuring alignment with IMI's strategic objectives and quality standards.

Generating sponsorship is key to enabling competitions to be self-sustaining and the role will require generating in-kind and financial support from industry sponsors and funding from government agencies where possible.

Key Responsibilities & Accountabilities

- **Competition Management**
 - Lead the planning, organisation, and delivery of IMI Skills Competitions.
 - Manage competition timelines, budgets, logistics, and resources.
 - Ensure compliance with competition rules, health & safety, safeguarding, and equality, diversity, and inclusion (EDI) standards.
- **Stakeholder Engagement**
 - Build strong relationships with employers, training providers, sponsors and industry bodies.
 - Act as the main point of contact for competitors, employers, judges, and partners.
 - Represent IMI at external events, industry forums, and WorldSkills UK activities.
 - Effectively manage the relationship and contract with WorldSkills UK, delivering against contracted agreements and timelines.
- **Competitor Support & Development**
 - Oversee recruitment, selection, and training of competitors.
 - Provide guidance, pastoral support, and progression opportunities for participants.
 - Support Team UK and other pathways for international competition entrants as required to maximise the impact of IMI Skills Competitions.
- **Commercial Development**

The job description may be amended from time to time by Company and, in addition to duties and tasks set out in the job description, you may be required to undertake additional or other reasonable duties and/or tasks as necessary to meet the needs of the Company.

<ul style="list-style-type: none"> ○ Drive the commercial activity for Skills Competitions and collaborate with the marcomms team to develop high value sponsorship packages to take to market. ○ Secure, where possible, additional external Government funding to support with Competition delivery. ○ Ensure effective review of the funding provided by the WorldSkills UK contract. <ul style="list-style-type: none"> ● Quality & Standards <ul style="list-style-type: none"> ○ Develop competition materials, marking schemes, and competition briefs in line with occupational and end-point-assessment standards. ○ Monitor and evaluate competition delivery, ensuring consistency and fairness. ○ Capture data, feedback, and impact reporting to continuously improve the programme. ● Promotion & Outreach <ul style="list-style-type: none"> ○ Support the marketing and communications team to promote skills competitions to industry, media, and young people. ○ Champion success stories to inspire future competitors and showcase automotive sector talent.
Line Management <ul style="list-style-type: none"> ● Manages a team of volunteer judges

PERSON SPECIFICATION

Essential Knowledge & Experience <ul style="list-style-type: none"> ● Experience of working in a similar role. ● Must have automotive technical experience in either light vehicle maintenance and repair, body or paint. ● Experience managing projects or events, ideally within education, training, or skills development. ● Strong organisational skills with the ability to coordinate multiple stakeholders and deadlines. ● Knowledge of vocational education, apprenticeships in the automotive sector. ● Excellent interpersonal and communication skills. ● Ability to work independently and collaboratively as part of a team. ● Awareness of diversity and equality legislation and its implications in relation to equality of opportunity for learners. ● Understanding of WorldSkills UK or international skills competitions. ● Budget management and sponsorship experience. ● Experience of managing strategic relationships and contracts
Desirable Knowledge & Skills <ul style="list-style-type: none"> ● Experience working with assessments, or quality assurance processes.
Essential Qualifications: <ul style="list-style-type: none"> ● GCSE Mathematics and English A*-C Grade level or equivalent.

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Other Requirements

- Flexible approach, able to travel and work evenings/weekends as required. This role will require approximately up to 4 to 5 weeks away from home over the course of a year during competition delivery and a regular travel across the UK to visit stakeholders as required.

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