



CANDIDATE PACK FOR CHIEF EXECUTIVE OFFICER

WELCOME

Thank you for your interest in applying for the role of Chief Executive at the Skills Federation.

Skills and training are vital to powering UK growth and productivity, to greening the economy and making the UK agile in response to rapidly changing technology. The Skills Federation (aka FISSS) brings the shared perspective of different industries on how the UK can build a workforce able to meet our skills needs. We collaborate on behalf of our members, and with other influential actors in the skills eco-system, to help create policies that will work most effectively through evidence-based research, insight, and recommendations to key decision-makers.



This is a great time to be joining the Federation. We have invested in some policy activity in the run up to the general election. We have found a hunger for our industry perspective among parts of government, regional government, political parties, and others in the skills system who are passionate about making it more effective. We are particularly pleased about the collaboration with social partners from the Association of Colleges to the TUC and regional governments to develop policy solutions and practical activity to improve the skills eco-system.

We are therefore seeking a new Chief Executive who will build on this potential and momentum to accelerate the impact of the Skills Federation. The focus of the chief executive role is taking member insight and experience in different sectors and using the collective perspective to influence for an effective skills system. In addition, the chief executive will provide the vision and leadership for the diversification of our commercial EdTech services.

They will ideally already understand the complexities of the skills landscape and be passionate about what it needs to work effectively. Possessing a deep understanding of the skills policy environment, they will help our members and stakeholders shape coherent positions through joint effort and collaboration to help government and policymakers find future direction.

A visible and innovative senior leader, you will have maturity of judgement, alliance-building capability and quickly build credibility across a range of senior audiences to move our agenda forward. You will be a collaborative influencer, able to convene our members and listen to their needs, drawing out common threads and synthesising complex issues into clarity of thought and idea. Pragmatic, tactical and with an entrepreneurial mindset, you will be able to pull together a wide range of stakeholders to build a platform of policy insight, with which to influence the key decision makers in the UK, including the devolved nations. Above all, you will provide the leadership that maintains the organisation's forward momentum, motivates our talented team, and put the Skills Federation at the heart of skills policy making in the UK.

If you believe you have the skills and qualities required for this role, we would be very pleased to hear from you.

Dame Julie Mellor
Chair, Skills Federation

ABOUT US

WHO WE ARE

The Skills Federation represents 19 members, encompassing 150,000 employers across the UK. They are entirely voluntary organisations funded by their industries to provide a collective voice and vital support on skills issues. This includes workforce planning and intelligence, professional standards, tailor-made skills solutions, qualifications, kitemarking, accreditation and quality assurance.

We believe it is essential to contribute to a cohesive employer perspective to the Government's strategic oversight of the skills system. At the same time, we are committed to collaborating with social partners in both the oversight and operation of the skills eco-system. Finally, we want to enable members to contribute to the effectiveness of the skills eco-system through EdTech services for members and others.

OUR VISION

Our vision is of a world leading skills eco-system in the UK where stakeholders across the system - government, employers, and individuals - can be confident that the economy is able to meet current and future skill needs and contribute to growing UK productivity.

We believe in a good focus on vital industries, flexibility to meet the needs of different sectors and places and adaptability as skill needs change. Furthermore, we believe it is imperative that everyone can improve their skills at all stages of their lives: getting good advice and able to demonstrate their credentials easily. Above all, we are convinced that the skills eco-system needs to be easy to understand and operate in.

We are collaborating with social partners to make joint recommendations on what Skills England's role and purpose might be if and when it might be created.

Our mission is to enable members to contribute to the effectiveness of the skills eco-system by:

- Contributing a cohesive industry perspective to the Government's strategic oversight of the skills system
- Collaborating with social partners in both the oversight and operation of the skills eco-system
- Contributing to the operation of the system through EdTech services for members and others

OUR HISTORY

Following changes in the skills system and funding a decade ago, both we and our members had to create new sources of income and new business models to continue our work. The Federation invested successfully in diversifying our EdTech services about 6 years ago. As a result, we are now able to fund policy activity and represent our members with clear and coherent views to government, political parties, and others across the skills system. We offer a shared perspective on improving the skills eco-system to make it more effective for UK productivity and growth.

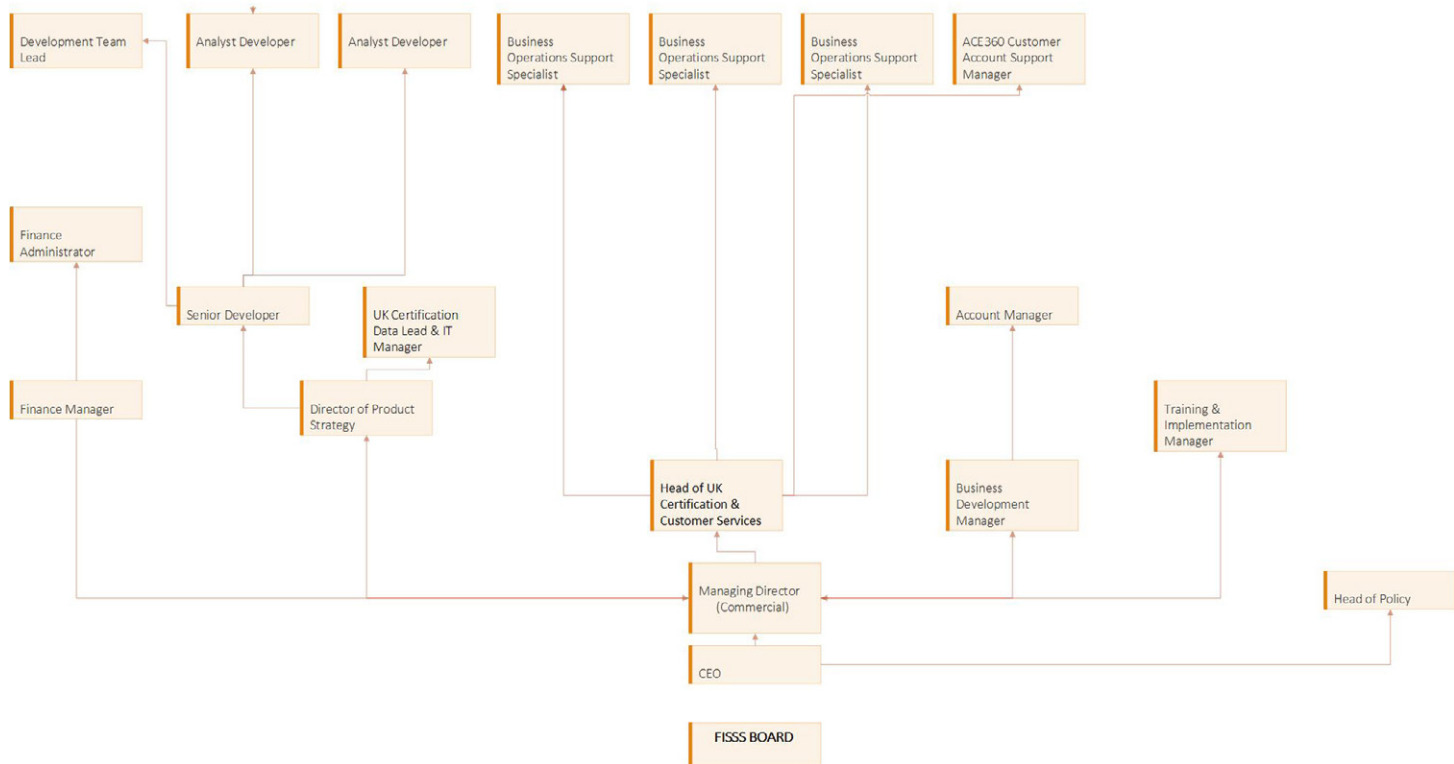
We are also now exploring further diversification of our EdTech services. To see our latest annual accounts, [click here](#).

OUR BOARD

Julie Mellor, Chair
Laura Mansfield (Screen Skills)
Justine Fosh (Cogent)
Phil Beach (Energy & Utility Skills)
John Rogers (Workforce Development Trust)
Andrew Hockey (Engineering Construction and Industry Training Board)

To find out more, go to www.fiss.org [once the new CEO is appointed, they will oversee a rebrand of the organisation as the Skills Federation]

ORG CHART



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ROLE DESCRIPTION

Job title: Chief Executive Officer

Reports to: Chair of the Board of Trustees

ROLE PURPOSE

- Bring together a cohesive policy platform on behalf of our members to influence the Government strategic agenda on UK skills.
- Provide high calibre leadership, vision, and direction to further develop the Skills Federation and its position and reputation within the skills system and sector.
- Provide the vision and leadership for our EdTech services and for further commercial diversification.
- Ensure the organisation meets mission and objectives as directed by the Board of Trustees through effective leadership and management.

MAIN RESPONSIBILITIES:

- Build on our recent and growing reputation for working collaboratively across the skills system to influence and make improvements to its overall operation, promoting the benefits of a cross-sectoral approach and the value of sector skills bodies.
- Building and maintaining excellent relations with our member base, listening, and drawing together complex threads into a coherent and cohesive policy stance.
- Creating close relationships with social partners to build coalitions around policy to influence government and political party skills strategies.
- Maintaining senior level national stakeholder relationships across the government and political landscape, business, the skills and education sector.
- Represent the Skill Federation in media and on public platforms championing our work and agendas; modernise our branding and website appropriately.
- Commercial strategy and business development - support the growth of commercial income and spot and develop opportunities for diversification of income streams.
- Be a visible and innovative leader who leads and motivates a committed team to deliver against strategic objectives and establish an inclusive and productive organisational culture.
- Lead strategy development with the Board, propose business plans for Board approval and deliver on those plans. Oversee charitable activities, as well as enable the Board to fulfil its formal responsibilities and deliver sound governance.

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Leadership and direction: the successful candidate will have managed an organisation or division/department, turning broad strategic aims into practical plans for delivery which achieve real results.
- Deep knowledge or experience in serving and listening to members/stakeholders to create collaborative and coherent ideas, to which all are aligned.
- Demonstrable success at collaborating and influencing with key stakeholders, through personal presence and credibility.
- Sound experience in corporate influence, in terms of engaging and convening groups through alliances, platforms and coalitions as well as corporate communications and marketing.
- Outstanding record of achievement, ideally within the skills ecosystem and an evidence-based approach to policy development.
- Entrepreneurial flair and the experience to diversify services and inspire the MD and commercial team.
- Sound financial management experience.
- Solid and demonstrable experience of creating and managing a healthy, fit for purpose organisation/team, including staff engagement, stewardship of resources, skills development and the policies, systems, and processes for sustainable delivery.

SKILLS AND LEADERSHIP STYLE

- Collaborative and collegiate leadership style.
- Driven, works at pace, with agile and flexible approach.
- Highly developed inter-personal skills and ambassadorial qualities: builds confidence quickly and is skilled at persuading and influencing (and building a team that is the same).
- Organisational nous: able to deliver stretching organisational objectives and embed a culture where performance is paramount.
- Intellectually curious and rigorous analyst.
- Passionate about contributing to the development of a skilled, resilient workforce for the wider economy.



TERMS OF APPOINTMENT

SALARY

This role attracts a salary of £100,000 - £115,000 with flexibility for an outstanding quality candidate.

LOCATION

London will be the focus of activity, though travel expected as members have offices across the UK and the commercial services are based in Edinburgh.

PENSION

Access to personal pension scheme with employer contributions of 8% and employee contributions of 5% after successful completion of probation.

ANNUAL LEAVE

25 days annual leave.

LIFE ASSURANCE

Four times salary.

PRIVATE MEDICAL

Available after successful completion of probation period.



HOW TO APPLY

We hope you will consider making an application. To apply, please go to <https://starfishsearch.com/jobs/skilsfed-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Friday 17th May 2024

Preliminary interviews: w/c Monday 3rd and 10th June 2024

Final Panel interviews: w/c Monday 24th June 2024

