

WSI Extended Secretariat expression of interest for WorldSkills Shanghai 2022

Introduction

As we prepare for WorldSkills Shanghai 2022 (WSC2022), WorldSkills International (WSI) is calling for expressions of interest (EOI) from personnel interested in filling roles within the Extended Secretariat.

The Extended Secretariat supports the WSI Secretariat to deliver various aspects of the event and is vital to its success. Those selected as Extended Secretariat personnel have the opportunity to gain valuable skills and experience which can then be used in Member and Regional organizations to further the work and impact of the WorldSkills movement.

Selection is based on appropriate skills and experience for each role.

Extended Secretariat positions may be filled through an EOI process or by direct appointment for roles where a specific skill set and/or experience are required. EOIs are called from Member and Regional organizations to nominate appropriately skilled individuals from within their organization (staff or volunteers) according to the required skills. The EOI process is also made open to past Extended Secretariat personnel, or other individuals who have indicated a desire to nominate.

WSI will select a diverse team that provides the necessary skills, knowledge and experience to deliver WSC2022 while also offering an opportunity to as many Members and individuals as possible.

The event

WSC2022 will take place in Shanghai from 12 to 17 October 2022. This will be the 46th WorldSkills Competition and will include 63 skill competitions and approximately 1,400 Competitors showcasing and benchmarking vocational education and training. Supplementary activities and events will be held in conjunction with the skill competitions including the WorldSkills Conference, One School One Member, Opening and Closing Ceremonies, and the official opening of the WorldSkills Museum.

Due to the COVID-19 pandemic, planning and preparation has been difficult due to changing circumstances in many countries and regions. China's COVID-19 Prevention and Control Protocols indicate that the event will be held in a Closed Loop Management system (CLM system).

Further information about the CLM system, COVID-19 control and a sample journey map for Experts can be found in the following documents which will provide an understanding of the conditions in which the event will be delivered:

- <WSS2022_WSC2022_closed_loop_overview_v1.2>
- <WSS2022_WSC2022_COVID-19_control_v1.0>
- <WSS2022_WSC2022_journey_overview_Experts_v1.0>

The CLM system will have an impact on all participants attending the event, including the Extended Secretariat. All applicants must agree to:

- full and up to date vaccination against COVID-19 according to their home country/region requirements,
- adhere to the requirements of the CLM system including daily test for COVID-19 and isolate if testing positive at any time during the event, and
- wear appropriate personal protective equipment (PPE) as instructed by the Competition Organizer.

Extended Secretariat

The Extended Secretariat will fill vital roles across all aspects of the event and will be divided into the following teams:

- Competition support
- Conference
- Event operations
- Executive
- Member support
- Marketing and Communications
- Sponsorship and Partnership

For a description of each team, types of roles and corresponding skills and experience required, please refer to Appendix A.

Due to the changing circumstances and considerations surrounding COVID-19, a number of the Extended Secretariat roles have not yet been defined. Therefore, the EOI will call for applicants to indicate their team preference and provide an overview of their experience and skill set. As we move closer to the event, and clarity is gained on required roles, appointments will be made.

The event is high paced with fluctuating “work” times and long hours depending on the stage of the Competition and other factors.

All members of the Extended Secretariat are expected to have the following skill sets:

- Effective communication in English (written and verbal)
- Be able to work under pressure and to deadlines
- Be flexible in their approach
- Have a positive attitude
- Willing to contribute and be a team player
- Show initiative and have problem solving skills

Extended Secretariat roles are voluntary. WSI will cover the cost of flights, travel insurance, transfers, accommodation, meals, and COVID-19 related requirements (tests, PPE etc.). Successful applicants will be expected to wear the official uniform (polo shirt and jacket) provided, with their own trousers, skirts, or pants.

Some of the roles may have several responsibilities at differing times during the event, depending on demand. For example, an Events Operations role may cover arrivals and departures, and ceremonies.

Logistics

All logistical arrangements will be managed by WSI in consultation with the appointed personnel.

COVID-19 is having a significant impact on flight availability and WSI is currently working with the WorldSkills 2022 Shanghai team (WSS2022), Members, and Partners to facilitate flight options. This may mean that some Extended Secretariat personnel will travel to the event with their respective Member or organization delegations.

All Extended Secretariat will need to:

- be prepared and able to get a visa to enter China (may involve travel to your closest Chinese visa application centre or Chinese Embassy),
- be prepared to have longer flight times and more flight sectors than may usually be expected,
- have at least 6 months to expiry on their passport from return date (expiry after 20 April 2023) and at least 2 blank pages,
- be able to secure travel insurance to China,

- have minimal isolation or mandatory quarantine costs on return to their home country, and
- be available between the dates of 3 and 19 October 2022.

Process

EOIs will close on 30 April 2022. Applications are to be completed using the following link:

<https://forms.office.com/r/NmvTumiGx5>

The appointment process will be completed in a staged manner with the first appointments being made by mid-May. Further appointments will be made as roles are confirmed.

By completing an EOI, applicants will not be held to accepting any offered position. We understand as more details and requirements come to hand; applicants may not wish to participate. A date will be set for final acceptance of the offer.

Once EOIs are received, WSI will liaise with respective Member and Regional organizations for endorsement of potential applicants.

Questions can be directed to Jane Scott: jane.scott@worldskills.org.

Appendix A

Team	Description	Types of Roles	Skills and experience required
Competition Support	Provides back-office support to all skills, Skill Advisors, and Skill Competition Managers. The team is integral to the smooth running of the Competition.	<ul style="list-style-type: none"> • Process Control • Office Manager • General Assistant • CIS Technical Assistant 	<ul style="list-style-type: none"> • Attention to detail • Work under pressure • Verbal and written communication • Office skills • Initiative • CIS experience (for CIS Technical role)
Conference	Works with WSS2022 Conference team to deliver the WorldSkills Conference event, and provide support around speaker management and logistics	<ul style="list-style-type: none"> • Conference support 	<ul style="list-style-type: none"> • VIP guest protocol • Ministerial protocol • Speaker liaison • Conference administration support
Event Operations	Supports the delivery of services to all participants including transport, accommodation, catering, accreditation; opening and closing ceremonies; and COVID-19 protocols	<ul style="list-style-type: none"> • Transport liaison • Accreditation support • Accommodation liaison • Ceremonies support • COVID-19 liaison • Arrivals and departures support 	<ul style="list-style-type: none"> • Event management • Logistics support • COVID-19/Infection prevention • Package services • Problem solving • Initiative
Executive	Provides support to the CEO, Board, Honorary Members, and Issues and Disputes committees	<ul style="list-style-type: none"> • Committee coordination • Reception • Protocol support • PA to Chairperson 	<ul style="list-style-type: none"> • Protocol • Attention to detail • Communication skills

Member Support	Provides support to Members, both current and prospective.	<ul style="list-style-type: none"> • Reception • Member liaison • Restaurant Services skill bookings 	<ul style="list-style-type: none"> • Good knowledge of WSI structure, activities, and membership • Communication skills
Marketing and Communications	Coordinates all Marketing and Communications initiatives of the event including media, photography and video capture, promotion, signage, brand	<ul style="list-style-type: none"> • Official photographer • Media liaison • Photo and video technicians/taggers • Social media coordinator • Video production • Content writers • Vlogger • Champions Trust coordinator • Office and group coordination 	<ul style="list-style-type: none"> • Media industry knowledge • Photography • Photo and video technical skills • Writing and reporting • Attention to detail • Management skills • Brand management and delivery
Sponsorship and Partnership	Supports the delivery of rights and benefits for the Global Partners and provides services for the NGO/IGO partners to ensure a positive and valuable experience for these key stakeholders in all aspects of the event.	<ul style="list-style-type: none"> • Global Partner coordinator • NGO/IGO partner coordinator • Assistant to the Director of Sponsorship and Partnership • General support for sponsorship and partnership 	<ul style="list-style-type: none"> • Service oriented • Experience with key stakeholder engagement or account management • Excellent communication and interpersonal skills • Good coordination skills • Familiar with WSI Members, Partners, and other stakeholders • Administrative skills – Microsoft Office, scheduling, office management • Problem solving skills and can work under pressure • Collaborative and open minded to work in a diverse team • Attention to detail