

Event Operations Manager

About WorldSkills

WorldSkills is a movement that impacts the lives of young people through skills. The 89 Member countries and regions that are Members of WorldSkills reach two-thirds of the world's population and create measurable impact at every level through skills development and promotion. We inspire young people to develop a passion for skills and pursue excellence, through competitions and programmes.

We develop skills through global training standards, benchmarking systems, and enhancing industry engagement. We influence industry, government, and educators through cooperation, and by building a global platform of skills for all.

Every two years, we host the world's largest skills competition event, the WorldSkills Competition (WSC), featuring over 1,500 inspiring young people showcasing their skills. Via a competitive bid process amongst WorldSkills Members, a Member is selected to host the WSC. The successful Host Member will establish a Competition Organizer (CO) who, with guidance from WorldSkills International (WSI), will plan and deliver the WSC.

For more information on WorldSkills, visit <https://www.worldskills.org>.

The position

WSI is seeking to appoint an **Event Operations Manager** to join our global, diverse, and virtual team to help deliver WorldSkills Shanghai 2026 (WSC2026). This is a full-time position with a fixed end date of November 2026. There may be an opportunity to extend the role, however this will be discussed later in 2026.

A requirement of the role will be to travel internationally, predominantly to Shanghai, China – the location of the next WSC.

Event Operations Manager – general description

The Event Operations Manager is a member of the WorldSkills International Secretariat and is integral in supporting and guiding the CO in the planning and delivery of the WSC, including associated Subevents (such as Competition Preparation Week, Ceremonies, One School One Country, Excursions, and Welcome Receptions).

As part of the Event Operations team, and reporting to the Director of Event Operations, this role works closely with colleagues across the WorldSkills International Secretariat, the CO, WorldSkills Members, Global Partners, and other stakeholder groups as required. This role provides strategic oversight and advisory support to the CO, with a focus on ensuring the successful delivery of specific Functional Areas (FAs) in line with WorldSkills standards, values, and expectations.

WSI's role includes:

- providing structured support and guidance to the CO through knowledge transfer, documentation, discussions, and previous experience,
- oversight and validation of planning, implementation, and operational services, and
- exercising authority to maintain the quality and integrity of the WSC.

The Event Operations Manager:

- must have major event operations experience ideally at an international level and across multiple FAs,
- understands the complexity and interdependence of major event planning and the importance of cross-functional collaboration,

- is capable of completing highly detailed tasks, able to make timely decisions with limited guidance, understands strategic priorities, and exercises appropriate levels of urgency and judgement to situations that require a high level of attention,
- has the ability to communicate effectively with WorldSkills International Secretariat staff, and stakeholders such as Member staff, CO staff, and Partners, and
- is proactive, resourceful, dedicated, and works with a high level of integrity.

Areas of responsibility

The Event Operations Manager is responsible for overseeing operational planning to ensure the successful delivery of key FAs and contributing to the overall success of the WSC. This role works closely with the CO and the WorldSkills Secretariat to maintain WSIs high standards, ensuring a seamless experience for all stakeholders.

The Event Operations Manager has the following overarching responsibilities.

- As the WSI lead advise, monitor, assess, and support the CO in delivering high-quality event execution across the following FAs:
 - Accommodation (ACM)
 - Client Support (CLS)
 - Media Operations (MOP)
 - Package Management (PAM)
- Validate progress and ensure that all deadlines, targets, and operational commitments relevant to the FAs mentioned above are met by both WSI and the CO.
- Provide operational support across other Subevents and FAs as required.
- Undertake continuous review and updating of relevant event documentation to reflect current plans, responsibilities, and expectations.
- Represent WSI at WSC project development meetings as required.

Profile, qualifications, experience

The Event Operations Manager ideally has the following personal attributes.

- A minimum of five years experience and proven track record in event operations and/or project management roles in an international and multicultural work environment.
- A relevant vocational or university qualification would be an advantage.
- An understanding of WorldSkills is highly desirable.
- Excellent communication in English (written and verbal), with strong interpersonal and organizational skills.
- Strong relationship management skills and problem-solving abilities.
- Excellent team player with demonstrable experience of working collaboratively internally and externally.
- Ability to maintain complete professionalism under extreme pressure.
- Ability to handle difficult situations.
- Superior attention to detail.
- Ability to meet deadlines while simultaneously addressing multiple requests.
- A high level of integrity and discretion in handling confidential information.
- High level of IT competence and ability to learn new things quickly (especially Microsoft Office, and digital and web-based applications).
- Experience of working virtually and remotely will be a distinct advantage.
- Willingness to travel internationally and work some evenings and weekends when required.
- Flexible availability to meet regularly with your international team members in various time zones.

Join the WorldSkills team

- Opportunity to play key role in delivering the world largest skills event.
- Contribute directly to the WorldSkills movement by driving innovation and excellence of WorldSkills events.
- The chance to shape the future of skills development worldwide.
- A trully global work environment collaborating with team members and stakeholders across 89 countries and regions.
- International travel and the experience of working on complex event operations.
- Opportunity for personal and professional growth in a supportive and inclusive team.

Please provide

In a single PDF, please send:

- Short statement sharing:
 - Why are you interested in this role?
 - What attributes do you have that make you suitable for this role?
- Your CV

All applications are strictly confidential between the applicant and WorldSkills International management.

Deadline: 26 September 2025

Please send your application to secretariat@worldskills.org.

Include in the subject line: **WorldSkills application – Event Operations Manager**