

Skills Transition Coordinator

The Skills Transition Coordinator develops and implements strategies to reskill and upskill workers affected by technological and green transitions. The role ensures workforce adaptability and supports organisations in navigating rapid industrial transformations.

Main activities include identifying emerging skills gaps, coordinating training and career guidance, embedding sustainability principles in education, and integrating digital learning solutions. Responsibilities cover curriculum adaptation, programme coordination, stakeholder engagement, and supporting lifelong learning initiatives across sectors.

Essential competences include green competences (sustainable management, sustainability promotion), digital competences (e-learning, blended learning, CMS use), soft competences (critical thinking, adaptability, networking), and transversal competences (needs analysis, programme coordination, stakeholder management, research). The Skills Transition Coordinator enables organisations to anticipate skills needs, align with the twin green and digital transitions, and promote resilience in labour markets.

ESCO Mapping

<https://esco.ec.europa.eu/select-language?destination=/node/1>

ID	NAME	Concept URI
2320.1.23	Transport technology vocational teacher	http://data.europa.eu/esco/occupation/90a73720-642d-4f45-88e7-8f593a5e0df2
2424.2	Corporate trainer	https://data.europa.eu/esco/occupation/0ba06640-e0ac-4911-9e43-289a8e41651e
2423.1	Career guidance advisor	https://data.europa.eu/esco/occupation/5d0cc30d-068a-424c-8463-f42872a7149e

Context

EQF Level	5-6
Departments	HR Environment IT, Digital

Green Competences

ID	Name	Type	Description	Level	ESCO
C04 6	Advise on sustainable management policies	Skill	Analyse environmental impacts and recommend sustainable policies. - Analyse impact assessments - Recommend sustainable practices to reduce emissions - Monitor policy implementation - Adjust recommendations to SDG alignment	2	Link
C04 7	Promote sustainability principles	Skill	Embed sustainability principles in training and guidance materials. - Integrate SDG-aligned topics in curricula - Demonstrate low-carbon practices - Partner with experts on circular economy - Update training with emerging eco-innovations	2	

Digital Competences

ID	Name	Type	Description	Level	ESCO
C11 4	Develop e-learning plan	Skill	Design and implement e-learning strategies aligned with organisational and learner needs. - Select scalable platforms - Draft rollout plans with budgets/timelines - Track KPIs and dashboards - Refine digital content continuously	2	Link

ID	Name	Type	Description	Level	ESCO
C11 5	Apply blended learning	Skill	Combine classroom and digital formats to enhance engagement. ▪ Merge synchronous and asynchronous formats ▪ Integrate LMS and collaboration tools ▪ Adapt learning for hybrid environments ▪ Collect feedback for improvement	2	Link
C11 6	Use content management system software	Skill	Manage and publish digital resources using CMS/LMS. ▪ Upload and structure content ▪ Ensure accessibility compliance ▪ Monitor learner interactions ▪ Update and archive resources	2	Link

Soft Competences

ID	Name	Type	Description	Level	ESCO
C15 8	Think critically	Skill	Evaluate information sources and construct evidence-based arguments. ▪ Verify accuracy of data ▪ Detect bias in sources ▪ Compare alternative viewpoints ▪ Adjust conclusions with new evidence	3	Link
C13 3	Adapt to change	Skill	Respond to emerging technologies and transitions with flexibility. ▪ Monitor new tools and methods ▪ Pilot and evaluate innovations ▪ Upskill teams in new approaches ▪ Retire outdated practices	2	Link
C15 9	Develop professional networks	Skill	Build and maintain professional relationships. ▪ Participate in events and forums ▪ Nurture long-term collaborations ▪ Share knowledge and resources ▪ Use networks for opportunities	2	Link

ID	Name	Type	Description	Level	ESCO
C20 8	Identify training needs	Skill	Analyse and define reskilling and upskilling requirements. ▪ Gather labour market and learner data ▪ Reflect on training gaps ▪ Define learning priorities ▪ Document progress and outcomes	3	Link
C20 9	Coordinate educational programmes	Skill	Plan and deliver training programmes in line with organisational goals. ▪ Map annual workshops/sessions ▪ Secure venues, instructors, resources ▪ Boost enrolment via outreach ▪ Evaluate feedback for refinement	2	Link
C21 0	Manage relationships with stakeholders	Skill	Build and sustain stakeholder engagement. ▪ Map and prioritise stakeholders ▪ Ensure transparent communication ▪ Coordinate cross-functional actions ▪ Monitor relationship quality	2	Link
C21 1	Manage personal professional development	Skill	Plan and monitor continuous professional development. ▪ Perform self-assessments ▪ Set SMART learning goals ▪ Use mentorship and training programmes ▪ Track and document progress	3	Link
C21 2	Conduct educational research	Skill	Plan and execute research on skills transitions and training pathways. ▪ Formulate research questions ▪ Design surveys and interviews ▪ Analyse results vs benchmarks ▪ Disseminate findings to stakeholders	3	