

## Job Description

<b>Job Title:</b>	eLearning Coordinator
<b>Group:</b>	Digital, Data & Technology
<b>Dept/Project/Service:</b>	Digital Learning Team
<b>Reports to:</b>	Head of Digital Learning
<b>Responsible for:</b>	N/a
<b>Usual office base:</b>	Reading
<b>Grade:</b>	7

### **Job Purpose:**

To support the development and distribution of high-quality online learning within the Digital Learning Team, in collaboration with stakeholders across the UK and global organisation. This includes creating eLearning resources and the video and interactive components they contain, as well as user support materials. Delivery of training to internal users will be required. Continual improvement of digital learning systems (e.g. LMS), through feature testing and user experience testing, will be important aspects of the role.

### **Job Objectives:**

1. Seek to understand business requirements and stakeholder needs in the area of digital learning.
2. Create elearning materials and supporting resources that adhere to standards of accessibility and user experience, and support the EDT principles of effective instructional design, within an agile scrum project management approach.
3. Develop interactive and video-based media to support digital learning, using a variety of office, multimedia and generative tools.
4. Carry out administration and configuration tasks within an LMS, and in other digital learning technologies as they arise.

5. Carry out user acceptance testing; and plan and carry out end-user experience testing and data collection.
6. Effectively manage an elearning content catalogue and support its efficient and impactful reuse across EDT.
7. Enable customer care and other outward-facing teams to deliver outstanding customer support, through the provision of high quality training and guidance materials as well as responding to escalated queries.
8. Take an active role in communities of digital learning practice, internally to EDT and beyond, seeking to continually enhance skills and knowledge.
9. Undertake any other duties and support the team as directed by the Head of Digital Learning.

## Scope:

The Early Career Training Programme is a DfE-funded teacher development programme, for which EDT is a Lead Provider. It is expected the eLearning coordinator role will focus largely on supporting this and other legacy teacher development programmes. Opportunities to support the global work of EDT may also arise.

The above job description is intended to provide a broad outline of principal duties and responsibilities and will be the subject of periodic review. The job holder may, from time to time, be asked to undertake other reasonable duties.

## Person Specification:

### Knowledge

#### Essential:

- » An excellent working knowledge and understanding of Learning Management Systems, in particular Totara
- » An understanding of eLearning principles including accessibility, user experience optimisation, and instructional design.

#### Desirable:

- » Ideally a degree or equivalent qualification in digital media or eLearning.
- » Knowledge of the education and training sector

## Experience

### Essential:

- » Experience of supporting internal and external users of eLearning systems and content.
- » Experience of working with stakeholders in an education setting, such as teachers or school leaders.
- » Experience of administering and configuring learning management systems
- » Experience of having operated in a pressurised environment, with demanding time and quality expectations.
- » Experience of working on multiple projects and tasks and managing workload effectively.
- » Experience of creating videos, including screencasts and live video, and using video editing tools, captioning software and video compression tools.

## Skills

### Essential:

- » Software and creative skills to support the development of digital and interactive media
  - » Genuine and enthusiastic interest in technology-based learning and performance support
  - » Ability to use initiative, demonstrating commitment and flexibility
  - » Excellent organisational and time-management management skills
  - » Effective inter-personal and customer service skills
  - » Ability to work to work on several projects concurrently
  - » Excellent attention to detail
  - » A professional, dynamic and positive attitude
  - » Good team collaboration and communication skills
  - » Desire for efficiency and constant improvement
- Confident to use multiple tech tools to achieve a variety of results within a hybrid remote environment

## Our Values



**Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.**

**Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.**