

Digital Learning Specialist

Job Description

Location: White City, West London

Salary details: £40,000 FTE (£32,000 pro-rata) dependent on qualifications and experience + 11% pension contribution

Contract: 2 year fixed-term contract in the first instance (0.8 FTE)

Hours: 30 hours worked over 4 days (to be discussed at interview)

Closing date: 7th September

Start date: As soon as possible

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

We recently launched a new Learning Management System with the goal of transforming the way we deliver training across the organization. We are now looking for an experienced Digital Learning Specialist, who is an expert in all aspects of digital learning design and will share all their knowledge and experience with a network of Learning Champions across the organization.

The role will draw on the content expertise of multiple stakeholders across the organisation and apply digital learning best practice to produce high quality and engaging eLearning courses as well as seek ways to improve how we use our LMS and also engage and support others within the organisation to create learning solutions.

Person Specifications:

- have significant experience in instructional design theory and practice
- be proficient in using HTML and CSS within an LMS to build custom eLearning modules
- be proficient in course development/authoring software (Articulate, Vyond, Camtasia and others)
- have excellent visual design skills (Adobe Creative Cloud)
- have experience working with subject matter experts and senior stakeholders to co-create engaging learning content
- the ability to quickly understand a wide range of topics in order to structure and sequence content in a storyboard
- have experience in designing and creating blended learning journeys
- have proven strong project management skills
- have strong written communication skills including the ability to write effective copy, instructional text, audio scripts/video scripts
- be an effective team worker with the ability to also work independently under their own initiative
- be a self-starter who sets a high standard of work quality for themselves and others
- build relationships very quickly
- be able to manage tight deadlines and changing priorities

Key responsibilities:

The role will be split generally into three areas:

Digital learning Design within the Leadership Development and Central team learning offer (50%)

- Create engaging, high quality digital learning for our bespoke learning platform for the benefit of all staff across our network using both the in-built course design tool and other rapid authoring tools such as Articulate, Vyond and others.
- Identify opportunities for digital learning based on existing programmes and learning as well as new learning needs identified by the Learning & Development Lead
- Scope digital learning solutions by working with subject matter experts and/or the Learning & Development Lead to define the boundaries of blended learning solutions
- Manage the creation of digital induction pathways for new starters at the central team and across our schools

Pioneering the capability of the in-built course design tool within our learning platform Thinqi (by CDSM) (30%)

- Identify ways to simplify the design and build process for non-specialists in learning design and development through the creation of easy-to-use templates, guidance and training
- Work with our partner, CDSM to continuously expand knowledge and skill of the platform and produce more effective digital learning
 - Understand the capabilities and limitations of the in-built e-learning course builder
 - Explore and implement ways of improving the layout and design of courses built on the platform with CDSM (e.g. through the use of HTML and CSS)
 - Keep up to date with the platform provider development roadmap and explore the use of new feature released to improve learners' user journey – through the use of landing pages, sequencing courses (digital learning pathways) and others.

Champion Digital Learning across Ark (20%)

- Manage and engage a Learning Champions network within the organisation
- Support each head of department in identifying opportunities for digital learning based on their existing learning offer to the wider organisation and based on new needs they have identified for their target audience
- Support Learning Champions in their use of the learning platform to create learning solutions which enhance the performance of their wider team and target audience
- Support Learning Champions by troubleshooting, problem-solving and providing guidance and training where lack of time and expertise in digital learning design is a barrier to the creation of excellent learning solutions on the learning platform
- Stay up to date with the latest digital learning technology trends and keep Learning Champions updated
- Get involved with any other projects as directed by the Learning & Development Lead and Head of Leadership and Talent Development