JOB PROFILE

Job Title:	Digital Learning Advisor
Place of Work:	Remote – can work in any country where Save The Children has a presence
Grade:	E
Reports to:	Team Lead Digital Learning
Line management responsibility:	None
Budget Responsibility:	No
Child Protection Level:	Level 1

Save the Children UK has an exciting opportunity for a Digital Learning Advisor to join our Humanitarian Leadership Academy (HLA) to support the design and development of technology-based learning solutions and resources that enable the successful delivery of specialist training courses across the Save the Children and the humanitarian sector.

About Us

The Humanitarian Leadership Academy (HLA), as part of SCUK's humanitarian department, provides high-quality humanitarian capacity strengthening for the movement, as well as the wider sector.

The HLA's mission is to enable people around the world to prepare for and respond to crises in their own countries, by providing quality learning opportunities. The team combines digital learning platforms, creative learning content and the design, development and delivery of quality accredited capacity strengthening and learning in an exciting and innovative offer that is both unique and unmatched anywhere across the sector. Capacity-strengthening and user-centred learning is, and will continue to be, of increasing importance - a key area to ensure the sector is able to respond effectively and efficiently to crises.

The HLA enables SCUK to offer the most effective and impactful humanitarian capacity strengthening resource for both the Save the Children movement, the wider humanitarian sector and beyond

Job Purpose
This role will be part of the Programmes and Learning team which is responsible for designing, managing and delivering locally led learning solutions and build a network of regional centres that can together create lasting change in the humanitarian system.

The purpose of this role is work alongside digital and learning specialists to enable the development and delivery of an integrated and impactful digital learning solutions and support the maintenance of a portfolio of locally-led digital learning programmes. The post

holder will need to stay abreast of digital tools that meet the demand and needs of individuals, organisations and the wider humanitarian sector.

Success in this role requires previous experience of supporting others with the design, development and delivery of digital learning solutions.

In this role you will:

- Work alongside Digital Learning Specialists, Learning Specialists and Regional teams to design and develop quality online courses, blended learning programmes and other resources for the HLA and partners.
- Support Save the Children staff and external partners with digital delivery and the facilitation of blended courses.
- Support learners, HLA staff and partners with day-to-day enquiries related to the digital learning portfolio.
- Support the localisation of learning resources, including administrating the translation of resources.
- Support the creation of digital assets – including courses, e-learning modules, animations, videos, graphic resources – using a range of specialist software tools.
- Help train staff within the HLA and Save the Children on digital learning tools.
- Work with the Platform team to help maintain learning hubs and sites created for partners on the learning management system and other platforms.
- Work with Research, Evidence and MEAL colleagues to help staff follow processes for digital data collection and analysis.
- Work with the Business Development and Operations to monitor digital activities related to consultancies.
- Keep up to date with emerging technologies and pedagogical theories to ensure the HLA digital offer remains relevant and impactful.
- Embed the team culture and develop strong ways of working within the team and ensure clear and accountable governance mechanisms are in place.

About you

The ideal candidate will have experience supporting the development and delivery of digital learning in a charitable, educational, or humanitarian context. They will be confident supporting stakeholders at all levels of digital literacy. They will have some prior knowledge of the use of specialist learning technology software and platforms with a strong desire to develop their expertise. They will have an aspiration to become a specialist in digital learning design, development and delivery within the humanitarian sector**.**

Competencies:

- ***Delivering results.*** *Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving own performance or that of the team/organisation*
- ***Working effectively with others.*** *Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross- boundary working.*
- ***Innovating and adapting.*** *Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments.*
- ***Applying technical and professional expertise.*** *Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organisation.*

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Essential criteria:

- Demonstrable experience designing, developing and facilitating digital learning resources within a creative team.
- Experience coordinating courses on Learning Management Systems (LMS) and Virtual Learning Environments (VLE), ideally Moodle and/or Totora.
- Confidence with collaborating with stakeholders of all levels on digital projects and experience of digital training.
- Knowledge of instructional design, with experience of creating storyboards and developing copy for digital content that tells stories, communicates complex ideas and engages learners.
- Knowledge of how e-learning authoring tools can develop engaging learning and experiences (Articulate Storyline, Articulate Rise, Adobe Captivate, Elucidat, Gomo, Evolve, Adapt).
- Understanding of the use of various webinar (Blackboard Collaborate, Zoom) and blended learning tools (Nearpod, Padlet, Mentimeter, Mural) to help support the remote delivery of technical training.
- Understanding of the use of standard industry tools (Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere) to produce professional graphics, documents, videos and digital assets
- Awareness of appropriate data analytics and reporting methods for digital learning.
- Confident in the use of the Microsoft Office Suite for producing documentation and collaboration, including experience using Microsoft Teams and Sharepoint.
- Desirable to have knowledge of and/or previous experience working in the humanitarian sector.
- Creative and innovative individual with strong analytical and technical abilities.
- An organised and thorough approach to planning and managing own workload with the ability to use own initiative to meet deadlines on competing priorities and drive results.
- Passion and energy to work in pursuit of transforming humanitarian response globally

To learn more about the position, please review the Job Description in the attached Documents.

What we offer you:

Working for a charity provides one of the best benefits there is – a sense of purpose and reward for helping others. However, we understand the importance of giving back to our employees to ensure a happy and healthy working environment and work/life balance.

- We focus on flexibility, inclusion, collaboration, health and wellbeing both in and outside of work.
- We provide a wide range of benefits which will reward your hard work, motivate you, and inspire you to work to improve the lives of children every day. You can read more about our benefits here.

Please note:

To avoid disappointment, you are advised to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately once a vacancy has closed, we are unable to consider further applications.

Ways of Working:
This is a Remote First role. The majority of our roles can be performed remotely, however you may work from the office as often as you wish. You will sometimes be expected to attend the London, Farringdon office for face-to-face team meetings. Note: This will be agreed with your Line Manager and team. This is intended to be time spent on collaborating with colleagues and relationship building.

Flexible Working - We are happy to discuss flexible working options at interview**.**

Commitment to Diversity & Inclusion:
Save the Children UK believes in a world that is fair, inclusive and equitable where all children have the opportunity to change their world. We apply this to our workforce and we are committed to developing and supporting a diverse, equitable, and inclusive organisation where all employees have a sense of belonging and feel that they can be "Free to Be Me". We are not looking for just one type of person - we want to recruit people who can add fresh perspectives, innovative ideas or challenge that disrupts the risk of group think.

We are especially interested in people whose childhood experiences - of life on a low income, of migration, of being in a racialised community, of the care system, of being LGBT+ or in an LGBT+ family or living with (or with someone with) a disability - help us to see things we might otherwise miss. Whatever your story is we want to hear it because we know that different voices, ideas, perspectives and knowledge, working together will enable us to better the lives of children around the world. This is the reason why we are all here.

To see our full statement please visit this link: https://jobs.savethechildren.org.uk/our-policies/diversity/

Salary Structure:
Save the Children is committed to paying staff in a fair and equitable way and will benchmark all salary offers in line with the pay of existing staff. To see our full offer please visit this link*:* https://jobs.savethechildren.org.uk/what-we-offer/

Interview Expenses:
Candidates should note that unfortunately it is not our policy to reimburse expenses accrued when attending interviews at Save the Children UK unless you are requested to attend an interview in an alternative location to where the role is based.

Pre-employment *Checks:*
Any Employment with Save the Children UK will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check (If applicable)
- receipt of satisfactory references
- proof of eligibility to work in the national location for this role

If you have any questions, we have an FAQ section here. For anything else you can email us on: careers@savethechildren.org.uk