

JOB PROFILE

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| Job Title: | Digital Learning Specialist |
| Department | Humanitarian |
| Location | Farringdon |
| Reports to: | Digital Learning Lead |
| Grade: | D |
| Budget responsibility: | None |
| Line management responsibility: | None |
| Child Safeguarding Level: | Level 1 |

This post has been classified to be a Level 1 position. A Disclosure and Barring Service (DBS) basic check or equivalent overseas police check will be obtained for employees at this level prior to their Start Date. As the post is not covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974, any spent criminal convictions will not be considered when considering suitability for the role.

Save the Children UK has an exciting opportunity for a Digital Learning Specialist to join our Humanitarian Leadership Academy (HLA) to design and develop 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

In this role, you will:

- Provide specialist digital learning expertise to support the design and development of quality online courses, blended learning programmes and other resources for the HLA and partners.
- Coordinate and support projects with Learning Solution Specialists and Regional teams and outside subject matter experts to define requirements, learning objectives, scope and delivery mechanisms.
- Design technical solutions that focus on end users' needs and complete project documentation.
- Develop digital learning solutions using a range of software tools.
- Advise the Learning Solutions Specialists, Regional teams and outside partners on appropriate tools for digital delivery and blended learning.
- Work with the Platform team to quality assure and publish new courses. Advise and support on the future development of digital platforms to meet learning needs.
- Work with Research, Evidence and MEAL colleagues to maximise the opportunities for learning from the development and implementation of learning products that may impact future design and delivery.
- Work with the Creative Partnerships and New Business Development team to support the internal and external communications and marketing of products which have been utilised with others.

About you

- The ideal candidate will be a specialist in instructional design, with demonstratable experience of creating storyboards and developing copy for digital content that tells stories, communicates complex ideas and engages learners. A creative and innovative individual with strong analytical and technical abilities and experience of managing digital projects.

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.*

It is important that you have:

- Proficiency with e-learning authoring tools to develop engaging learning and experiences (Articulate Storyline, Articulate Rise, Adobe Captivate, Elucidat, Gomo, Evolve, Adapt).
- Working knowledge of developing courses for Learning Management Systems (LMS) and Virtual Learning Environments (VLE), ideally Moodle and/or Totora.

- Understanding of industry standards for digital learning resources (SCORM, AICC, LTI and xAPI) and experience of quality assuring and publishing resources onto LMS and other platforms.
- Experience of developing multilingual learning resources and localising content for specific regions.
- Experience of the use of standard industry tools (Adobe Photoshop, Adobe Illustrator, Adobe InDesign) to produce professional graphics and documents.
- Experience of designing and creating other micro-learning digital resources, for example animations, games, micro-sites, virtual and immersive content.
- Experience of video and audio editing using standard industry tools (Adobe Premiere, Adobe Audition, Camtasia).
- Experience of the use of various webinar (Blackboard Collaborate, Zoom) and blended learning tools (Nearpod, Padlet, Mentimeter, Miro) to help support the remote delivery of technical training.
- Documentation skills and experience following development methodologies (ADDIE).
- Experience following project management methodologies (SCRUM, PRINCE2).
- Commitment to Save the Children's vision, mission and values.

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