Job Title:	Learning Adviser
Location:	Farringdon, Central London
Reports to:	Head of Learning and Organisational Services
Grade:	3
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.

Background

The Humanitarian Leadership Academy's mission is to enable people to prepare for, respond to and recover from crises in their own countries. To achieve this, the Academy acts as a catalyst for the improved quality, accessibility and sustainability of humanitarian learning. We aim to systematically remove barriers to learning opportunities and thereby democratise access to essential knowledge and skills, so that humanitarian work is more effective, immediate, and local – saving lives and safeguarding livelihoods as a result.

The Academy - through its network of Network Members and partners - offers learning in-person and online, through learning that blend a range of learning methodologies. Online learning is offered through 'Kaya', the Academy's learning platform. One of the main objectives of the Humanitarian Leadership Academy (the 'Academy') is to work with the humanitarian sector to design and deliver high-quality learning products and services for local and national responders. The Academy works on an 'aggregate first, build last' basis, bringing together existing content from partner organisations and content providers, and only creating new content where it is needed. New content is created in partnership with subject matter experts from the relevant organisations.

Job Purpose:

This role will lead the development and delivery of the Academy's learning design service, playing a key role in supporting the Academy Network partners to rollout the Academy's organisational solutions, in particular the design and development of quality, relevant and scalable learning solutions. It will have responsibility for to the capture, communication and development of good practice in learning across the Network that results in the development of quality learning products and services.

Key Accountabilities:

1. Take ownership of the Academy's Learning Design Service working with humanitarian organisations to assist in the instructional design and educational approach to new learning products ensuring they are aligned with the curriculum aims, objectives and content.
2. Hold the Academy's institutional knowledge of best–in-class learning and social learning/collaboration design techniques, with consideration as to how techniques used in other sectors could be used to support the humanitarian sector.
3. Proactively develop, coordinate and deliver the Academy's learning design & delivery approaches, ensuring that colleagues and Network Partners understand the principles of instructional design and are supported in understanding how to design and deliver quality learning to their target audiences, including using Academy core processes and the principles and tools of instructional design.

4. Project manage, and actively support, the design, development, refresh, and contextualisation of quality learning solutions for key stakeholders, ensuring learning incorporates the latest thinking in learning design and innovation; that user feedback and appropriate certification/badging is in place; evidence and learning is captured and disseminated. This includes the procurement of consultants and suppliers and the administration of the Academy's agreements and budgets as required.
5. Work with colleagues to identify gaps and emerging opportunities, and where appropriate test and scale innovative solutions.
6. Lead on the exchange of learning and best practice across our network and work with colleagues to ensure the robust internal and external communication of learning products and services.
7. Collaborate as part of diverse external teams (SMEs, researchers, creatives and humanitarian community teams) to bring to the sector high-quality, polished products with instructionally sound and clear content.
8. Design activities incorporating appropriate tools and technologies to engage a range of different target audiences ,helping them to achieve the relevant learning objectives, ensuring both the activities and the content of the course are aligned with the learning objectives and ambitions of our learners.
9. Responsible for the continuous iteration in MEAL and feedback approaches to enhance learning impact through test-and-learn cycles, thereby building the Academy's understanding of learning design and MEAL methodologies that best respond to the sector's needs and feedback
10. Maintain an up-to-date knowledge of the industry through regular reviews with SMEs
11. Attend regular content review cycles, and implement agreed changes

Person Profile

Professional Skills:

Essential:
- Instructional design skills that include both online and face-to-face learning. With a clear understanding of creating engaging and participatory learning.
- Good understanding of a range of instructional design methods, learning theory and practice and demonstrable experience of applying these concepts
- Ability to identify and relate to the student's perspective and create a learning experience appropriate to that audience
- Awareness of common standards and formats (e.g. HTML, SCORM, etc.)
- Excellent writing, editing and layout skills used to compose a range of materials (e.g. instructional text, storyboards, etc.) in a variety of contexts and tones
- Comprehensive understanding of learning and development theory and practice including learning needs analysis, evaluation and impact assessment.
- Good understanding of the humanitarian sector and the challenges facing it.
- Strong evidenced project management experience. Ability to manage various project strands simultaneously ensuring that targets are met within the timeframe and budget and to create order in a complex situation
- Ability to work both independently and as part of a team
- Ability to manage financial information relating to project budgets, query inaccuracies and present this information in an understandable and appropriate way.
- Entrepreneurial approach; has the confidence to try out new ideas and take risks and challenge where needed.
- Competency in English language – fluent

Preferred:
- Experience of working within the humanitarian sector
- Proven experience of working as part of a multi-disciplinary team and an ability to understand and negotiate complex organisational structures.
- Experience in managing procurement processes from creation of Request for Proposal documentation to contract
- Experience with developing accessible and engaging online learning.
- Experience designing online assessment and knowledge checks.
- Excellent design skills with particular focus on making visually appealing and engaging content, including effective use of Word and PowerPoint.
- Experience of designing courses using Kaya/Moodle based platform and e-authoring tools/html
- Established communicator and networker who enjoys building relationships and opening doors.

Personal Attributes:
- A self-starter with strong inter-personal and relationship building skills
- Highly accurate with a strong attention to detail when handling information
- Hands-on, initiative-led approach with confidence and intellect to challenge conventional thinking and ways of working. Willing and able to think outside the box and take the initiative
- Substantial levels of personal resilience and willingness to operate in highly complex and fast-paced environment. Ability to create order in a complex situation
- Solutions focused: an innovator and natural problem solver
- Flexibility and adaptability meaning that the individual is able to prioritise and reprioritise as new opportunities and challenges arise
- Knowledge of a second language – e.g. French and/or Arabic is desirable.

We look for people who not only have the required skills and experience but who also fit our culture, and organisational values.