

Job Title:	Learning Adviser
Location:	Global Academy Office: Farringdon, London With up to 30% travel
Reports to:	Head of Learning and Organisational Services (HoLS)
Grade:	Manager / Advisor
Budget responsibility:	Up to
Line management responsibility:	Nil
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 is a networked organisation whose mission is to enable people around the world to prepare for and respond to crises in their own countries.

The Academy works with organisations from across the not-for-profit, public, technology industry, private sector and universities to help local communities across the world to become more resilient in the face of disaster by promoting and developing existing and new humanitarian preparedness and response focused learning and development opportunities.

The Academy - through its network of global partners - offers learning in-person and online, through learning pathways and products that blend a range of learning methodologies. Online learning is offered through 'Kaya', the Academy's learning platform. 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 key position sits within the Global Learning Solutions team. 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. This role will lead and monitor efforts to ensure learning content supply meets demand and that the development and delivery of learning solutions meets quality standards and the needs of those individuals and organisations working within as traditional and non-traditional humanitarians. This role will also support the identification and delivery of customised learning for organisations as part of our social enterprise offer.

Key Accountabilities

- Lead on ongoing learning needs analysis at the global level and work across the Academy's network to build a comprehensive understanding of the demand for, and supply of, learning amongst individuals and organisations working in the humanitarian space.
- Project manage the commissioning and development of new global learning content, ensuring it is instructionally sound and incorporates the latest thinking in learning design and innovation. Aligning to learner feedback, competency and QA frameworks.
- Identify content from other organisations to meet demand and ensure the Kaya catalogue remains relevant.
- Lead the quality assurance of learning content developed by the Academy and its Network, ensuring it meets HPASS standards.
- Deliver learning product solutions to partners and organisations as needed. This includes the technical delivery of learning products such as MOOCs.
- Identify and build a pool of subject matter experts and learning specialists to support learning delivery. Procure, commission and contract services and personnel as needed.
- Work proactively with colleagues to ensure a robust MEAL framework is developed and embedded within our learning offer. Manage and work with others to ensure that feedback loops and lessons learned are captured to further adapt and develop the Academy's learning products, share learning and best practice.
- Represent the Academy to external audiences including partners, working groups and networks, events and potential clients for our social enterprise, working closely with other business units including the Academy's learning innovation hub and a range of stakeholders.

As a member of the Academy's Global Learning Solutions Team this post supports other team members on key initiatives as required, contributes to regular internal and external reporting, supports the delivery of timeline communications to promote and generate demand for learning products and services and will actively contribute to wider team planning.

The post holder will also be expected to undertake other duties as may reasonably be required to meet the changing needs of the business.

Requirements

Essential Technical Skills / Experience:

- Significant experience in user-centred learning design and delivery using Moodle-based platforms, use of e-authoring tools and innovative methodologies such as social learning tools, immersive and mobile learning.
- Significant demonstrable experience in the application of instructional design methods, learning theory and curriculum development for a wide range of audiences.
- Ability to identify and relate to the learner's perspective and create a learning experience appropriate to their needs, adopting new tools and approaches to improve learning outcomes.
- Proven results in the use of Quality Assurance standards, MEAL and competency frameworks in the design and development of learning.
- Experience in budget and project management of new and existing learning initiatives.
- An understanding of the humanitarian sector and the challenges facing it
- Superior verbal and written communication and presentation skills.
- Demonstrated ability to work in a collaborative, fast paced environment.

Preferred:

- Robust understanding of the humanitarian sector including issues, the international humanitarian system and response
- Humanitarian operations, development work, social enterprise or public sector expertise
- Proven experience of working as part of a multi-disciplinary team and an ability to understand and negotiate complex organisational structures.
- A networker who enjoys building relationships and opening doors
- Experience in acting as a business-side liaison between technical and business leads.
- Competence in a second language, ideally French or Arabic.
- Experience in writing and proposing solutions to meet a range of stakeholder requirements

Personal attributes:

- A self-starter with strong inter-personal, collaboration and relationship building skills
- An instinctive analytical and strategic thinker who is flexible and able to reprioritize as new opportunities arise
- High levels of personal resilience to thrive and create direction in ambiguous and unstructured environments.
- Hands-on, initiative-led approach with confidence and intellect to challenge conventional thinking and ways of working and problem solve.
- Solutions focused: an innovator and natural problem solver
- An advanced communicator; can adapt style and content to achieve results in a variety on contexts.
- Ability to travel internationally, occasionally at short notice
- Passion and energy to work in pursuit of transforming humanitarian response globally and making a reality of true collaboration.

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