



JOB PROFILE

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.

Who We Are

We are Save the Children. Together we fight for children every single day so that they can make their mark on the world and build a better future.

Save the Children UK is committed to diversity and equality of opportunity in all aspects of our work. We strive to be an inclusive employer and particularly encourage applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic (BAME) backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, from a less advantaged socioeconomic background as well as any other under-represented group in our workforce.

What We Do

We stand side by side with children in the toughest places to be a child. We do whatever it takes to make sure they survive, get protection when they're in danger, and have the chance to learn.

This role will sit within the Humanitarian Leadership Academy (HLA), a newly formed team, following the merger of Academy and Humanitarian Capacity Building staff in 2020. The newly formed 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 new 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.

Role Summary: The purpose of the role is to design and develop technology-based learning solutions and resources that enable the successful delivery of specialist training courses across the Save the Children movement and the



wider humanitarian sector. Working collaboratively with colleagues from across the team and partners, you will also advise on digital delivery, curriculum design, emerging technology, methodologies and research in this area.

Key Accountabilities:

- Administrate the unit's courses and pages on Learning Management System (Moodle, Totoro) and other content management systems (Sharepoint, Teams, Wordpress, Adobe Experience Manager).
- Work with the Platform team to quality assure and publish new courses for the Save the Children movement and external partners.
- Act as the unit's expert digital trainer. Advise the Learning Solutions Specialists, Regional teams and outside partners on appropriate tools for digital delivery and blended learning.
- 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 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.
- Support other teams within the Save the Children movement to design and develop digital resources.
- 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

The Digital Learning Specialist is to carry out the responsibilities of the role in a way which reflects:

- Save the Children's commitment to safeguarding children in accordance with the Child Safeguarding Policy;
- A commitment to Save the Children's vision, mission, values and approach
- A commitment to diversity and inclusivity and promoting equality of opportunity in all aspects of our work.
- A commitment to effective management of risk, by operating within the Charity's code of conduct, policies, procedures and controls and by carrying out the risk management and assurance responsibilities of the role as set out in the Risk Policy and Procedures.

Person Profile

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.

Technical

- Extensive experience administrating Learning Management Systems (LMS), Virtual Learning Environments (VLE) and Content Management Systems (CMS), ideally with experience in Moodle/Totora and Sharepoint/Teams.
- Expert trainer with demonstratable experience of coordinating digital training for large organisations.
- 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.
- Proficiency with e-learning authoring tools to develop engaging learning and experiences (e.g. Articulate Storyline, Articulate Rise, Adobe Captivate, Adapt).
- Understanding of industry standards for digital learning resources (e.g. 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 (e.g. 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 (e.g. Nearpod, Padlet, Mentimeter, Miro) to help support the remote delivery of technical training.
- Documentation skills and experience following development methodologies (e.g. ADDIE).
- Experience following project management methodologies (e.g. SCRUM, PRINCE2).
- Awareness of industry standards for accessibility (e.g. WCAG 2.1 AA) and experience developing solutions that are inclusive, including designing for areas with limited internet and digital device access
- Awareness of web design standards (e.g. HTML5, CSS3 and JavaScript) including an understanding of developing responsive solutions for mobile, tablet and desktop devices.
- Awareness of appropriate data analytics and reporting methods for digital learning.
- Desirable to have knowledge of and/or previous experience working in the humanitarian sector.
- Creative and innovative individual with strong analytical and technical abilities.
- Confident presenting technical information to a varied international audience, including formal presentations, facilitating workshops, consultation meetings and pitching ideas.
- An organised and thorough approach to planning and managing projects, partners and external agencies 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.

