

JOB DESCRIPTION Save the Children

Job Title:	Digital Learning Project Lead
Function:	Humanitarian Leadership Academy
Team:	Global Engagement, Platforms & Communications
Reports to:	Strategic Head of Global Engagement, Platforms & Communications
Line Management Responsibility:	No
Job Level:	Dark Blue (D)
Location:	Save the Children UK office at Farringdon / home working on a remote first basis.
Criminal Records Check (DBS Level):	Level 1 (Basic) This level of check will disclose details of any unspent convictions and conditional cautions from the Police National Computer (PNC). In the absence of a DBS an overseas criminal record check would be conducted.

Our Vision for Children:

A world where every child is thriving, heard, and valued, and hopeful for a more just, equal, and sustainable future.

In the UK and around the world, our mission is to advance children's rights and power by working with our partners to design solutions and tackle the biggest problems facing children.

Our Commitment to Equality, Diversity and Inclusion:

Save the Children believes in a world that is inclusive, where equal opportunities and outcomes exist for all children, regardless of where they are growing up. We also apply this to our people - we are committed to developing and supporting a diverse, equitable, and inclusive organisation where all employees feel a sense of belonging.

Who we are at SCUUK is determined by 'The How' (our mindset and behaviours) and 'The What' (our capabilities and skills). We aim to recruit, develop, and retain talented people that represent a variety of backgrounds, skills, and experiences. We welcome and actively encourage applications from anyone who feels they'd be a good fit for our organisation, regardless of race, religion, colour, age, sex, national origin, sexual orientation, gender identity, disability, neurodiversity, or any other protected characteristic.

Not only do we understand, but we champion the value that diversity brings, and believe that having a team with different voices, perspectives, and knowledge, working together, will enable us to better the lives of children around the world – the reason we're all here.

Our ways of organising ourselves:

We want to transform into a lighter, more joyful, purposeful, and connected and human-centric organisation that creates deep impact for children and welcome people to join us who share these values.

This transformation will take time and will require a willingness to be flexible and open to exploring new ways of doing things. We will continue to transition to increasingly flatter and more agile structures and ways of working, in order to find the best ways of organising ourselves to deliver maximum impact.

In the coming years, our teams' purpose, membership, and ways of organising will continue to evolve. While all colleagues will be located in a primary team, they will often also be members of other reconfigurable multidisciplinary teams which come together for a specific period to deliver key products or outcomes. All roles are expected to operate and deliver flexibly, with a focus on creating impact.

The role of a People Manager will continue to evolve, moving towards more coaching and facilitation as relevant. Ultimately, our ambition is to have more self-managing teams where colleagues can work with greater autonomy and accountability.

Function/Team:

The Humanitarian Leadership Academy's (HLA's) mission is to inspire a movement for locally led humanitarian action. Our purpose is to work with local actors and organisations to provide tailored resilience and crisis response support that addresses their specific needs, focusing on nurturing and empowering **local leaders, driving collective action** through our networks, thought leadership & research and **amplifying local expertise**, creating opportunities for change and collaboration.

Your Role:

As the Digital Learning Project Lead you will be integral in driving the development and implementation of innovative digital learning solutions to enhance learning experiences across the humanitarian sector. You will leverage emerging technologies and digital tools to design, implement, and evaluate learning that fosters engagement, promotes accessibility, and achieves desired outcomes.

You are a creative professional with strong technical expertise who can take the lead on learning needs analyses, excel at understanding learning requirements, collaborate with SMEs and stakeholders, and design a variety of innovative learning solutions that provide tangible value.

Your Key Performance Outcomes:

- Responsible for complete digital project design, development and delivery
- Develop and implement innovative digital learning solutions to enhance learning experiences across the humanitarian sector, ensuring they are engaging and effective.
- Design customised learning solutions based on comprehensive client needs analysis, aligning them with organisational goals and constraints to achieve desired outcomes.

- Collaborate with subject matter experts and organisational leaders to create learner-centric experiences using cutting-edge instructional design principles and emerging technologies.
- Provide training and support to educators and trainers for the adoption and use of digital learning tools, enhancing their capabilities and confidence.
- Work on the HLA's technology strategy as part of an MDT
- Manage relationships with external digital learning delivery partners and consultants to ensure smooth programme execution and high-quality outcomes.

Safeguarding Responsibilities:

- Proactively risk assess your work and activities, responding to emerging risks rapidly and regularly checking that the existing controls are effective
- Play a key role in implementing our Safeguarding approach (including child safeguarding, adult safeguarding and staff safeguarding) within your areas of responsibility
- Demonstrate clear and visible commitment to zero tolerance for inaction on Safeguarding
- Collaborate with the Safeguarding team on relevant projects or areas of work

The Digital Learning Project Lead 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 Safeguarding Policy and role models our Safeguarding values;
- A commitment to Save the Children's vision, mission, values, and approach;
- 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.

Your Working Relationships:

Internal:

HLA team
Relevant SCUK colleagues

External:

HLA community
Relevant partners, donors, contractors

About You:

Core Capabilities:

These are core capabilities that we have identified to be key to the delivery of our strategy and are important for teams to have, aligned to their purpose.

HUMAN CENTRICITY: We quickly adapt to changes and challenges by being flexible and innovative, with people's experience at the heart of what we do.

DISTINCT BRAND EXPERIENCE: We build and maintain a unique identity that makes us stand out from others. This helps us become a strong and influential force for cultural change and ensures we get ongoing support and funding.

INNOVATION: We come up with new solutions to big challenges and continuously improve. We are both great at executing known tasks and experimenting with new ideas.

USE OF DIGITAL DATA AND TECHNOLOGY: We use technology and data to enhance our work and make informed decisions. Delivering for our supporter, people and partner experience helps us test and scale new models for income and impact.

Behaviours and Mindset:

These are behaviours, and the mindset valued within the organisation, and this is how we work. It's the way we want to be with each other. All of us are accountable for striving to develop these behaviours and this mindset. We are expected to approach relationships with positive intent, for the sake of the relationship and the effectiveness of the organisation and these are applicable to everyone.

ADULT: We emphasise mutual respect, trust, and teamwork, where everyone is encouraged to make decisions, give feedback, take responsibility, and support each other's growth.

EXPERIENCE: We support and respect for everyone, ensuring that our relationships, systems, policies, and work enable us to perform our best, feel valued, and make a significant impact for children.

AGILE AND ITERATIVE: Everyone adopts a flexible, emergent, and collaborative approach, continuously, testing, learning, and adapting to improve and solve problems efficiently, even in changing circumstances.

Area specific skills and knowledge and experience required:

- Strong project management skills, with the ability to handle multiple projects simultaneously.
- 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.
- Excellent communication and interpersonal skills for engaging with stakeholders at all levels.
- Understanding of instructional design principles and adult learning theories and experience of practical implementation.

- Familiarity with learning management systems, eLearning tools, and technology platforms.
- Proficiency in producing professional graphics, documents, videos, and digital assets using Adobe software; knowledge of HTML, CSS, and CMS preferred.
- Attention to detail in ensuring high-quality learning content.
- Data analysis skills to track and assess the effectiveness of learning platforms and services.
- Adaptability to changing priorities and evolving business or learner needs.
- Experience in managing external learning vendors or partners.