

<b>Job title:</b>	E-Learning Manager
<b>Job ref:</b>	HFL1353
<b>Hours:</b>	Full-time at 37 hours (5 days) per week (Part-time at 4 days per week, will also be considered)
<b>Salary band:</b>	£35,000 - £39,000 p.a. (pro-rata for part-time working)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Head of Learning Innovation
<b>Team:</b>	Marketing & Events
<b>Location:</b>	Remote within the UK with flexibility to travel to the Stevenage, Head Office occasionally.

## Our company

Herts for Learning (HfL) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HfL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

## Job context and Purpose

To support the Head of Learning Innovation in accelerating HfL's digital learning transformation by co-owning and where appropriate leading key areas of digital learning development. These include:

- Supporting and enabling the delivery of large-scale online events with a range of stakeholders
- Effective use of online video in HfL's digital learning strategy
- Increase (in scope, scale and sophistication where appropriate) of the use of webinars
- Self-paced e-learning content development (using Adapt or similar)
- Delivery of e-learning content and programmes through the HfL CPD Hub and other related platforms

## Main areas of responsibility

- Shaping and informing HfL's choice of digital tools to support its wider development, commercial and educational priorities.

- Supporting individuals or teams who are pushing the boundaries of what's possible using the tools available to HfL
- Equipping event assistants with developing the skills and confidence of trainers and others across the business
- Providing support for live events, both internal, in-county and out of county.
- Developing e-learning content (courses, modules, videos, apps) driven by business need
- Developing a strategic view which influences operational practice and is itself informed by company priorities – including building digital capability and capacity within HfL.
- Working closely with teams across HfL to understand their requirements, help them ask better questions of themselves and their customers, and to ensure solutions offered are accessible to teams and customers.
- A key component of this role is to support and develop the Modern Governor learning platform, a market-leading provider of training services to school governors at a national level.
- Deputising for the Head of Learning Innovation in decision-making and representation to the HfL exec, board and HfL team leaders as required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

## Person specification

Please provide a supporting statement outlining why you are applying and how you meet the criteria below;

### Knowledge:

- Good understanding of digital delivery formats and the technology underpinning Learning Management Systems
- Experience with videoconferencing tools
- Experience of e-learning content development & creation
- High-level skills across the suite of tools available in Office365
- Understanding of CRM principles and marketing tools (desirable)
- Understanding of the principles of graphic design and interaction design (desirable)

### Experience:

- Planning, developing and contributing to online learning strategy
- Supporting a range of colleagues in a multi-disciplinary organisation
- Creation of online learning content in a range of forms (including imagery and video)
- Working effectively in a remote setting
- Professional experience of the education sector (desirable)
- Minimum 3 years of experience in an organisation with responsibility for leading change (desirable)

**Skills/attributes:**

- Able to engage authoritatively and effectively with colleagues at every level across HfL
- Quick to learn and evaluate new technologies
- Capable of and confident working collaboratively in a geographically distributed team - almost exclusively online
- Able to help colleagues make informed decisions regarding technology choices
- Self-motivated and directed in terms of professional CPD
- Eye for detail and ability to interpret design guidelines creatively yet rigorously (desirable)
- Able to mentor others in technical and creative areas of content development
- Communicating technical concepts in relevant terms for end users (desirable)
- Communicating end users' needs in technical terms for digital partners (desirable)

**Circumstances:**

- Remote based, with office in Stevenage
- Dedicated space to work effectively at home
- Ability to visit Stevenage up to once a month – with very occasional short-notice day visits

For an informal discussion regarding the role, please contact Ian Usher via email on [ian.usher@hertsforlearning.co.uk](mailto:ian.usher@hertsforlearning.co.uk) and provide your mobile no.

**Equal Opportunities**

HfL is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

**Disclosure and Barring Service**

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**Health and safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Intellectual property rights**

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

## **APPLICATION PROCESS**

Please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

## **Previous applicants**

Previous applicants are welcome to re-apply. We advise you to review your application forms to ensure they meet the requirements of this role. Candidates who were previously shortlisted will not be reconsidered for this role as the core responsibilities remain the same.

To submit the application or to discuss any recruitment queries please email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk)

**Closing Date: Thursday 4<sup>th</sup> March 2021 at midday**

**Interview Date\*: TBC**

\*Please note that the interviews will be taking place remotely.