

### Job Description

Job title	Curriculum Development Manager
Location	Sheffield
Hours	Full-time (37.5 hours per week), permanent
Reports to	Head of Learning
Staff responsible For	None
Date	November 2018
Salary	Manager level: £27,000 - £37,000, depending on experience
Benefits	<ul style="list-style-type: none"> <li>• All employees with contracts of six months or more are invited to be a Member of the Good Things Foundation Staff Owned Mutual. This gives you voting rights for Staff Board Directors and at the AGM (Annual General Meeting)</li> <li>• 30 days holiday per year</li> <li>• 10% Employer contribution to a personal stakeholder pension scheme (when you contribute 5%)</li> <li>• Up to £500 contribution for work related training (or £200 for personal development and £300 for work related training)</li> </ul>
Job Purpose	This is an exciting new role leading the strategic and tactical development of a portfolio of curricula - ensuring a person-centred, outcome-focused approach that promotes very high standards of learning, and produces outstanding progress and achievement for learners.

The successful post holder will ideally have experience of working in a formal or informal adult learning setting, have achieved a high standard of curriculum design and development, evidenced through the achievement of outstanding outcomes for learners.

This role will lead and manage the development of user-focused curricula in the context of our overall offer across Good Things Foundations Digital and Social Inclusions themes (for example: [Essential Digital Skills](#), Digital Financial Capability, Digital Health Literacy, Pre Entry English Language). Taking a creative and imaginative approach, this role will also be responsible for designing a curriculum to support the workforce, developing the skills of people across the Digital and Social Inclusion themes, including the Online Centres network (tutors and volunteers) and professionals from different sectors e.g. health and social care.

You'll be responsible for identifying strategic and tactical priorities for the development of learning content for both the Online Centres network and key learning products ([Learn My Way](#), [English My Way](#) and other platforms). To support this you'll work with the Head of Learning and the Learning and Development Manager to build relationships and gather requirements across the organisation and with stakeholders, partners and customers.

You'll be responsible for the analysis and improvement of learning products and services and how they are promoted and offered to Online Centres and learners. This is to be based on a regular appraisal of the digital skills development environment, competitor analysis, user feedback, data analytics and business need.

You'll actively promote Good Things Foundation's expertise in learning, drawing on best practice from the latest developments in learning and development, and pushing boundaries for new learning techniques, particularly in digital learning.

You will also undertake other duties for the Learning Team which will include updating, writing and reviewing web content, monitoring and moderating user-generated content and delivering face to face and webinar content you have designed.

## **Key Objectives and Accountabilities**

### **Curriculum Development**

- Lead the development of a curriculum portfolio providing a structured quality assured approach to the delivery of online learning products to enable people to function in life and work
- Ensure the day-to-day development of the curriculum portfolio, ensuring it is consistent with Good Things Foundations strategic objectives and government policy
- To constantly review the range of opportunities, making recommendations to ensure our programmes are aligned with learners' needs, wider community opportunities and business requirements
- Manage the development and support of multilingual and localised versions of our products
- Champion the needs of learners, the network, staff and stakeholders within the organisation
- Be experimental, innovative and evidence-based in your approach to curriculum design
- Organise and deliver curriculum development workshops with Good Things Foundation team members, external partners and learners
- As part of continuous improvement carry out interviewing and observing of learners as required
- Organise and carry out internal and external user testing of learning pathways

### **Stakeholder and Partner Management**

- Liaise with appropriate national partners and stakeholders in order to work in collaboration on learning product development
- Work with Government departments, as appropriate, to feed in Online Centre network views as well as ensure our curriculum is responding to new policy developments
- Lead and manage the development and delivery of qualifications including managing relationships with awarding bodies

**Quality Assurance**

- Manage and drive continuous improvement in all aspects of quality assurance across all curriculum areas
- Work with programme leads to develop and manage quality assurance frameworks for funded programmes that include the delivery of learning outputs and outcomes
- Update and refine our quality assurance requirements for learning outcomes
- To ensure tutors, volunteers and practitioners supporting the delivery of the curricula are provided with training and resources to ensure they meet our quality assurance requirements

**Analysis**

- Be responsible for analysing course data to help us to develop our curriculum and learning platforms so that we achieve optimal outcomes
- Analyse course data to provide a regular learning dashboard
- Use course data to highlight any areas of concern on all relevant aspects e.g. achievement against targets, learner progress and learner satisfaction

**Project management**

- Lead the development and delivery of learning projects varying in size and complexity from start to finish, ensuring that learning design meets the contractual and business requirements
- Be responsible for developing and maintaining specific learning products and services within your remit including continuous improvement and ensuring that each product is user-focused, has a clear purpose and meets the requirements of the business/customers
- Support Good Things Foundation colleagues to design learning solutions required to deliver projects, programmes and business objectives

**General duties**

- Support the Head of Learning in developing and delivering the Learning Strategy
- Work with the Learning and Development Manager to ensure the efficient and effective management of resources for programme delivery

- To support the Learning Team with general needs it may have such as: organising user testing; liaising with suppliers and customers; product usage monitoring; and other duties as they may arise to help with the team deliver its diverse needs
- Assist with creation of courses, attending meetings with users, subject matter experts, commercial customers and courseware developers

## Person Specification

<p>Experience</p>	<ul style="list-style-type: none"> <li>● Experience of working in curriculum design and implementation</li> <li>● Experience of working with awarding bodies</li> <li>● Experience of working in Adult Education</li> <li>● Experience in producing inspirational learning content particularly e-learning</li> <li>● Experience of working closely with internal and external customers and stakeholders to build trust across teams and organisations</li> <li>● Desirable - track record in delivering projects</li> <li>● Desirable - experience of delivering or developing the digital skills of adults</li> <li>● Desirable - experience of developing content for socially excluded adults</li> </ul>
<p>Knowledge and skills</p>	<ul style="list-style-type: none"> <li>● Ability to take a high level strategic and detailed view</li> <li>● A keen eye for detail</li> <li>● Excellent written communication skills</li> <li>● Confident communicator</li> <li>● Ability to analyse data</li> <li>● Ability to think innovatively</li> <li>● Excellent time management and ability to prioritise</li> </ul>

	<ul style="list-style-type: none"> <li>• Good technology skills in basic/everyday IT</li> <li>• Knowledge of at least one of the strategic areas in which Good Things Foundation operates (Digital and Social Inclusion)</li> <li>• Knowledge of the pedagogy underpinning adult learning content</li> </ul>
Good Things Foundation Behaviours	<ul style="list-style-type: none"> <li>• We are collaborative</li> <li>• We are positive</li> <li>• We are creative</li> <li>• We are people focussed</li> <li>• We are inquisitive</li> </ul>
Education and Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• A minimum of five GCSEs A* - C or equivalent, including Maths &amp; English</li> <li>• Teacher or Trainer qualification e.g. PTLLS, DTLLS, Certificate in Training Practice (Desirable)</li> </ul>

*Good Things Foundation is a social change organisation with a mission to ensure that everyone benefits from digital. We live the change we are seeking to achieve and encourage applications from diverse backgrounds. We operate a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination.*