

Job Description

Job title	Learning Designer
Location	Sheffield
Hours	Full time (37.5 hours per week), Fixed-Term Contract (maternity leave: up to 18 months)
Reports to	Learning and Development Manager
Staff responsible For	N/A
Date	November 2018
Salary	£22,000 - £26,000 (depending on experience) plus excellent benefits
Benefits	<ul style="list-style-type: none"> • 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) • 30 days holiday per year • 10% Employer contribution to a personal stakeholder pension scheme (when you contribute 5%) • Up to £500 contribution for work related training (or £200 for personal development and £300 for work related training)
Job Purpose	<p>You will be a dynamic and values-driven Learning Designer who will join our team and help grow our learning presence.</p> <p>You'll be responsible for designing, building and user testing of creative, innovative and inspirational learning content, building relationships and gathering requirements with stakeholders to improve the Good Things Foundation learning offer.</p>

	<p>You'll be responsible for developing and maintaining your own portfolio of learning products and services, and will continuously aim to improve your portfolio based on user feedback, data analytics and business need.</p> <p>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.</p> <p>You will also undertake other duties for the Learning Team which will include updating and writing new web content, monitoring and moderating user generated web content, analysing user trends and delivering face to face and webinar content you have designed.</p>
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Key Objectives and Accountabilities

Learning development

- Organise and deliver content mapping days with Good Things Foundation team members and external customers
- Design and develop creative and exciting user led online and/or offline learning materials in accordance with Good Things Foundation learning development process and as required by the Customer.
- Organise and carry out internal and external user testing of learning content
- Support user testing of pre-release courseware
- Develop storyboards for e-learning content, including the provision of scripts and other information required by the customer
- Develop and deliver learning projects varying in size and complexity from start to finish, ensuring that training design meets the contractual and customer 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 clear purpose and meets the requirements of the business/customers
- Champion the needs of learners, the network, staff and stakeholders within the organisation
- Support Social and Digital Inclusion, and Service Design teams to design learning solutions required to deliver projects, programmes and business objectives
- Be experimental, innovative and evidence based in your approach to designing learning products and services

Website content

- Monitoring and moderating user generated content to given standards
- Adding and amending content using existing systems
- Identifying and developing new requirements through user feedback

General Duties

- 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

Experience	<ul style="list-style-type: none"> • Experience of producing inspirational learning content, particularly e learning • Experience of working closely with internal and external customers and stakeholders • Desirable - experience of delivering learning content face to face • Desirable - experience of developing content for socially excluded adults
Knowledge and skills	<ul style="list-style-type: none"> • Keen eye for detail • Excellent written communication skills • Confident communicator • Ability to think innovatively • Excellent time management and ability to prioritise • Good technology skills in basic/everyday IT • Knowledge of any Web Content Management System • Knowledge of elearning authoring tools e.g. Articulate storyline, Adapt • Knowledge of multimedia software e.g. Adobe Indesign, photoshop • Knowledge of at least one of the strategic areas in which Good Things Foundation operates (Digital and Social Inclusion) • Knowledge of the pedagogy underpinning learning content
Good Things Foundation Behaviours	<ul style="list-style-type: none"> • We are collaborative • We are positive • We are creative • We are people focussed • We are inquisitive
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent



Good Things Foundation operates 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.