



## Job Description


<b>Job Title:</b>	<b>FLF Project Digital Lead Developer</b>		
<b>Business Unit:</b>	Association Services		
<b>Grade:</b>	3	<b>FTE</b>	1.0 FTE 6 months Fixed Term
<b>Reports to:</b>	FLF Project Manager		
<b>Direct reports:</b>	None		
<b>Place of work:</b>	Home Based		
<b>Purpose of the role:</b>	<p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."</i></p> <p>The post holder will be responsible for the development and testing of a stepped approach to the development of digital skills to support learners less experienced in using digital platforms who currently can't access face-to-face learning nor learn successfully in an online environment. Learners will be studying maths, English, ESOL or digital skills up to level 2.</p>		

### KEY AREAS OF RESPONSIBILITY

1. Research, recommend and develop the strategic thinking for the organisation around approaches to flexible learning to support the organisation's strategic priorities in digital learning.
2. Review and evaluate external online teaching methodology and develop online teaching methods for the organisation
3. Test the overall online teaching methods for adults including a VLE.
4. Work with partners to devise tailored solutions to support students.
5. Build relationships with partners to ensure the devise tailored solutions support students.
6. Responsible for the design and testing of the organisations online learning course shells/themes for Maths, English, ESOL and Digital courses.
7. Research, design, test and evaluate the organisations on-line teaching, learning and assessment activities from initial assessment to course evaluation.
8. Key point of contact for all tutors to adapt existing materials and teaching approaches to enable successful online learning.
9. Responsible for the development of digital skills, confidence and resources needed by tutors and learners.

10. Provide guidance and resources for tutorials to provide support for tutors delivering online teaching.
11. Responsible for monitoring and reporting usage completion to Board and Education of on-line courses.
12. Undertake such duties as reasonably requested by your Line Manager.

To be used in conjunction with relevant Person Specification

	<b>Person Specification</b>		
<b>Criteria</b>	<b>Essential (✓)</b>	<b>Desirable (✓)</b>	<b>Assessment Method (for recruitment only) A – application form I – interview T - test</b>
<b>Education &amp; Qualifications</b>			
NVQ / Level 5 qualification in Teaching	✓		A
Relevant qualification in instructional design training or demonstrable experience of designing and managing online learning	✓		A
Degree or equivalent in Digital or relevant subject		✓	A
<b>Experience</b>			
Experience of educational theory and practice	✓		A/I
Experience of working in Adult Education		✓	A/I
Experience of working in a Voluntary/Charity organisation		✓	A/I
<b>Knowledge &amp; Skills</b>			
Ability to lead, motivate and train staff, tutors, students and volunteers to engage in the online learning	✓		A/I
Able to prioritise and schedule own work to meet deadlines	✓		A/I
Quick and accurate keyboard skills	✓		A/I
A methodical and accurate approach to work	✓		A/I
Competent in the use of digital applications and software to design resources and communicate with subject-matter experts and project funders	✓		A/I
Good communication skills	✓		A/I
<b>Competencies</b>			
Student and WEA values focused (Level 4)	✓		A/I
Achieves results (Level 4)	✓		A/I
Works collaboratively with others (Level 4)	✓		A/I
Manages self, learning and personal development (Level 4)	✓		A/I
Delivers excellent service (Level 4)	✓		A/I
<b>Additional Requirements</b>			
Comply with all the Association's Policies and Procedures, e.g. Code of Conduct, Health and Safety and Equality and Diversity Policy.	✓		A/I
A willingness to travel within the UK.	✓		A/I

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