Digital Learning Administrator

The role

The rundown: You’ll make sure our programmes use the very best digital learning techniques and tools available.

You’ll provide first class administrative support to our department which focuses on consistency, coherence and efficiencies across all our suite of programmes.

The detail: day-to-day work

• Authoring digital learning content across multiple programmes, based on curriculum plans
• Working closely with Curriculum Designers to ensure their digital learning administrative needs are met
• Coordination of all enrolment activities to a suite of technological tools
• Supporting the Digital Learning Consultant and Digital Learning Advisor to ensure data gathering from learning tools is efficient and being used effectively
• Working closely with in-house Videographers to catalogue and maintain programme video content
• Support the Cross-Programme Insights Department with ongoing administrative duties (for example: budget tracking, meeting coordination and resource organisation)

You’ll take ownership for:

• The content of our Learning Platform. You’ll make sure materials are relevant and up
• The curation and content-maintenance of the Learning Platform, ensuring materials hosted are relevant and up to date
• The organisation’s expert in digital course authoring and administration
• The Department’s administrative requirements
About you

The essentials:

• Experience of digital course authoring
• Proven successful collaboration with both internal and external stakeholders
• Excellent project management skills. You’re able to work calmly under pressure, managing multiple projects at one time to tight deadline
• Excellent people skills. You can work proactively within a team to understand curriculum requirements, as well as being able to work independently with confidence.
• Solid understanding of Microsoft Office package, including Excel.

The nice to haves:

• Experience of using course authoring tools
• Experience of programme design
• Solid understanding of the relevant learning technological terms (for example: LMS, VLE, integrations, APIs, LTIs, HTML, SCORM)

We succeed when we work together. Here’s who you’ll be working with regularly:

• Digital Learning Lead
• Digital Learning Consultant
• Digital Learning Advisor
• Head of Cross-Programme Insights
• Curriculum Design and Programme teams
• Technology Department

More info on how the role fits in with the rest of the team and charity:

You’ll report to: Digital Learning Lead

The main responsibilities of this role are described here. As our needs as a charity change, we may need to make reasonable changes from time to time.

The role is a level 1 role. Take a look at our role levels and where you’ll fit in on our Working for us webpages (under Pay and Benefits).
More about working for us

There’s lots of great stuff about working here. For full details pop over to our webpages.

Our culture: We live by our principles. They underpin our culture and identity. And inform everything we do. Find our more about our cultural principles.

Diversity and inclusion: Together we’re creating a culture where everyone, from any background, can do their best work. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBT+) candidates, and candidates whose socio-economic background reflects that of the pupils we work with. These groups are underrepresented at Teach First and we’re committed to better representing the communities we serve.

We’re signed up to the Association of Chief Executives of Voluntary Organisation and the Institute of Fundraising’s principles which aim to address the racial diversity deficit in charity leadership. We are Stonewall Diversity Champions. We want you to be able to bring your whole self to work. Find out more about what we’re doing to improve diversity and inclusion.

Our benefits: Our mission is critical and the work’s important, but so’s your life. We’ve put together a benefits package that means you can live and work well. Find out more on our Working at Teach First webpages.

This role is suitable for agile and flexible working

Our agile way of working gives you flexibility. Need to start late, finish early or fancy a change of scenery? That’s fine, our Agile Working policy focuses on what you achieve, not presenteeism.

If you need a set and regular working pattern to support your life have a chat with us about flexible working options. Over 100 of us already have a flexible working agreement, with more than 70 different working patterns in place. We’re ready to hear your request. Find out more via our flexible working policy (available on our working for us webpages).

Building a fair education for all.

And a great place to work.