



## Job Description

**Role:** Senior Digital Learning Developer

**Line Manager:** Head of Learning

### Overview of the role

You will contribute to the charity mission and vision by collaborating with colleagues and feline subject experts across the International Cat Care community to lead on the learning design and development of new online courses, including tutor-led, self-paced and micro-learning. You will be developing online courses and learning pathways for a wide range of cat interested groups using a combination of effective pedagogical strategies and online tools. You will also manage the day-to-day delivery of our learning management system.

### Responsibilities of the Role:

- To work with key stakeholders and subject matter experts to analyse learner groups and their needs
- To build relationships with key stakeholders and subject matter experts to design and deliver creative and high-quality online learning solutions
- To be responsible for project management of departmental projects to deliver new learning solutions
- To plan and run learning design workshops with internal and external subject matter experts
- To maintain and refresh existing courses delivered via the Brightspace virtual learning environment
- Day-to-day maintenance of our learning platform tools e.g. liaising with suppliers, overseeing system maintenance, keeping awareness of the product development roadmaps.
- Explore and generate new ideas for learning delivery or approaches to learning design
- To liaise and provide support to associate markers when marking student assessments
- Actively engage in the learning technology community to stay abreast of the latest research and developments in distance learning
- To support the Head of Learning to deliver the departmental objectives and operational plan
- To support Learning Administrator and Customer Service teams to resolve learner queries
- Build and maintain relationships with other departments (admin support, marketing, markers, finance etc) and liaise as needed for course development, delivery, and marketing.
- Responsible for H&S, ensuring safe practice, report any risks identified, ensure data protection is maintained for all members, client, and Company data – liaising with Data Protection Manager (DPM) on any issues or concerns

**Person Specification:**

Specifications	Essential	Desirable
Learning design qualification or relevant background and experience of designing online learning and assessments	X	
Experience of engaging and building relationships with subject matter experts to develop and deliver online learning	X	
Experience of learning design and leading on development	X	
Understanding of learning theory and application of online course development and delivery	X	
Experience in use of learning management systems and learning authoring tools (e.g. Brightspace, Canvas, Moodle, Articulate, H5P, Adobe Captivate)	X	
Experience of administering learning management systems	X	
Experience of project management on learning design and development projects.	X	
Good understanding of online learning and assessment design best practices	X	
Excellent oral and written communication skills	X	
Ability to use a range of web platforms, or willingness to learn and ideally experience of Mac operating system	X	
High level of organisational skills with ability to prioritise, meet deadlines and manage workload	X	
Ability to work independently on own initiative and to actively contribute as part of a team	X	
Flexible and adaptable approach	X	
Demonstrate an understanding of and commitment to the ethos and values of the charity	X	
Must demonstrate tact, diplomacy, and confidentiality in all aspects of the role	X	
Experience of line or team management		X
Awareness of veterinary and veterinary nursing/veterinary CPD field		X