



## Digital Learning Officer

### Personal Specification

#### Knowledge, Experience and Skill Set Required

The post-holder will require the following:

##### Essential:

- ✚ Experience of designing and producing digital learning resources, in particular creating creative and engaging eLearning modules and skilled in instructional design, developing storyboards and authoring tools like the Articulate 360 suite
- ✚ IT proficient with strong skills in Microsoft Word, Excel, Outlook and PowerPoint
- ✚ Experience of an administrative role
- ✚ First class communication skills, including the ability to network and develop relationships at all levels internally and externally
- ✚ Skilled in careful planning, scheduling and coordination of tasks
- ✚ Ability to work flexibly with internal and external stakeholders
- ✚ Ability to work to strict deadlines
- ✚ Strong attention to detail and accuracy

##### Desired:

- ✚ Degree level qualified in the field of ICT, Multimedia or Learning and Development related discipline
- ✚ Familiarity with web-streaming, webinar and/or live online learning delivery
- ✚ Understanding of basic Javascript and HTML
- ✚ Experience of administering an LMS (Moodle)
- ✚ Experience of filming and audio recording and basic editing skills