



Job Description

Section 1 - Description

Job Title: Digital Learning Manager
Location: Education and Assessment Unit
Reports to: Head of Education
Grade: Grade 6A £39,885
Date: November 2025

Section 2 – Job Purpose

The Digital Learning Manager is responsible to the Head of Education for the direction, planning and delivery of all digital learning products within the Education and Assessment Unit. This includes clinical and non-clinical education for both members and prospective members, with a strong emphasis on inclusive and accessible learning design.

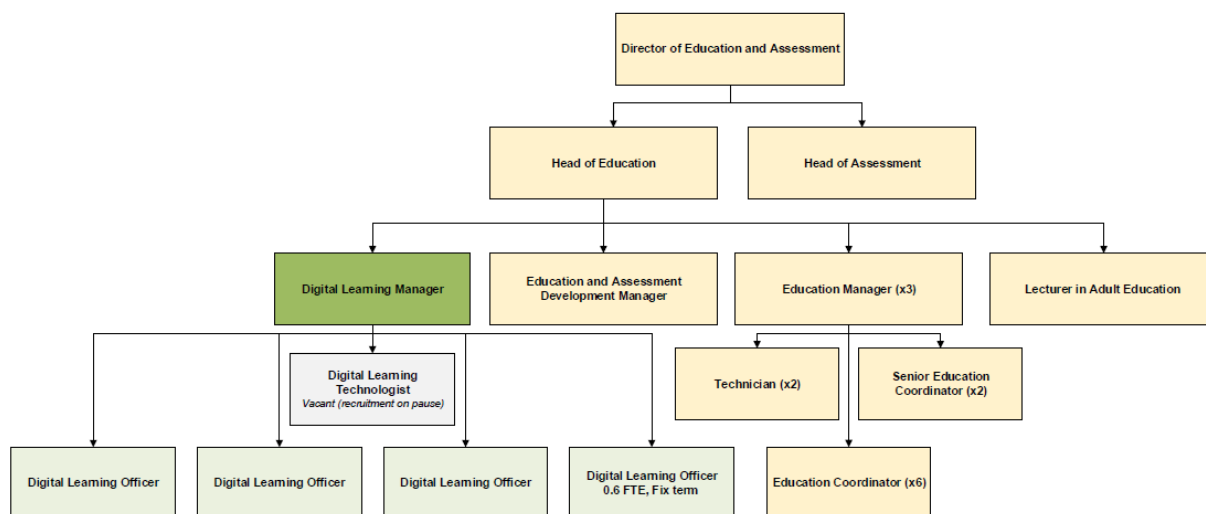
The post-holder will lead on accessibility compliance across all digital learning products, ensuring alignment with WCAG standards and best practices in inclusive education. They will apply advanced learning design skills to create pedagogically sound, engaging, and effective digital learning experiences.

They will also hold operational responsibility for the College Digital Learning Portal (Canvas LMS), acting as the admin super user. This includes overseeing platform configuration, user management, data reporting, and troubleshooting, as well as supporting and delivering training sessions to staff, faculty and learners in their use of the portal.

The post-holder will manage the Digital learning team and collaborate across departments to ensure digital learning aligns with College strategic goals. They will assess potential projects for strategic fit, market viability, and financial return, and ensure delivery within agreed timescales and budgets.



Section 3– Organisational Structure



Section 4 – Job Dimensions

- Direction, planning and delivery of all digital learning products (currently around 150 issued to 1,000 learners)
- Current income of approximately £20,000, with ambitions to develop this.
- Working with five Faculty Education Boards and up to 20 senior volunteer clinicians
- Line management up digital learning team, currently 4 staff
- Significant liaison with external parties, including educational establishments and possible collaboration partners

Section 5 - Main Responsibilities and Role

- Lead and manage the development and delivery of all digital learning products, ensuring clear project management processes are set and adhered to, and that regular clear reporting is provided to all key stakeholders.
- Line management of the digital learning team. Currently three full time and one 0.6 FTE Digital Learning Officers.
- Champion accessibility in digital learning, ensuring compliance with WCAG and other relevant standards.
- Apply learning design expertise to ensure digital products are pedagogically sound and learner-centered.
- Operational responsibility for the Canvas LMS, including admin super user duties such as platform configuration, user support, reporting, and troubleshooting.
- Development and maintenance of processes to ensure new opportunities are carefully reviewed, that consistent creation and review processes are followed, and that feedback is acted on.
- Project management for multimedia production and digital learning content,



ensuring alignment with pedagogical goals and timelines.

- Oversight and periodic review of digital learning platforms and systems, with responsibility to update as needed.
- Lead eLearning instructional design and review processes in collaboration with Subject Matter Experts, utilising the Articulate360 suite to develop engaging and effective learning modules.
- Budget management for all digital learning activity.
- Integral member of the senior team within the Education and Assessment Unit.
- Any other tasks as directed by the Head of Education.

Section 6 - Person Specification

Competency Area	Essential	Desirable
Qualifications	• Degree qualification, preferably in Digital Learning, Learning and Development, Education Technology, Management, or equivalent industry experience.	• Postgraduate qualification in a related field.
Knowledge & Experience	• Proven experience in designing and delivering digital learning products. • Strong understanding of learning design principles and pedagogy. • Accessibility compliance knowledge (WCAG standards). • Experience as Canvas LMS (or similar) admin super user, including new feature testing and release management. • Experience working with SCORM packages for eLearning delivery. • Collaboration with SMEs, faculty, and stakeholders. • Experience working in a dynamic, fast-paced environment.	• Knowledge of system integration between LMS and other platforms. • Familiarity with learning analytics and reporting. • Experience developing income streams through digital learning products. • External collaboration with educational institutions. • Experience developing mandatory learning pathways for staff. • Experience implementing third-party course content into LMS platforms. • Vendor management experience. • Knowledge of gamification and



	• Experience developing and administrating CPD content and managing CPD points. • Experience with quality assurance processes for digital learning content. • Understanding of GDPR and data protection in relation to learner data. • Experience working with international audiences and supporting remote learners. • Budget management experience.	engagement strategies. • Experience with mobile learning and microlearning approaches.
Technical Skills	• Proficiency with Articulate 360 or similar eLearning tools. • Ability to troubleshoot technical issues effectively. • Experience with MS SharePoint and Teams. • Familiarity with Adobe Connect or other webinar platforms. • Competence in Adobe Creative Cloud (Premiere Pro, InDesign, Illustrator).	• Awareness of emerging trends in educational technology. • Understanding of CRM or LMS integration. • Experience with adaptive learning technologies.
Leadership & Management	• Line management experience, including coaching, skills development, and workforce planning. • Ability to lead multi department projects and teams effectively. • Strong stakeholder engagement skills. • Change management experience to support digital transformation.	• Experience in strategic planning and assessing market viability.



	• Influencing skills to gain buy-in from diverse stakeholders. • Ability to prioritise competing demands and manage multiple projects simultaneously.	
Communication Skills	• Excellent written and verbal communication. • Ability to deliver training to staff and faculty.	• Experience presenting to senior stakeholders or boards.
Problem-Solving	• Strong analytical and problem-solving skills for technical and pedagogical challenges.	• Ability to innovate and adapt solutions to emerging needs.