

Learning Designer - Online and Blended Leadership Programmes

Introduction

Clore Social Leadership has been developing exceptional social leaders over the last ten years, and has a reputation for quality and transformational learning. Our ambition is to scale our operation, and we are very excited by the advancement of technology which will help us to develop thousands more social leaders in our sector.

We are looking for an experienced learning designer, with an entrepreneurial attitude to help us create a range of exciting and engaging learning products. Your attention to detail and commitment to the participants will help us refine and continually develop high quality programmes. You will have a unique and rewarding opportunity to grow the next generation of social leaders.

This is a key role in the organisation and the post-holder should be happy working in context of change and excited by the opportunity of creating excellence in leadership across the social sector. We are looking for a person with that special mix of wisdom and energy, an appetite for risk balanced with attention to detail, and the ability to think big while working in a small, tightly focused team.

Key responsibilities

- Create an exciting suite of online and blended learning programmes that support leadership learning for the social sector
- Actively engage with learners and participants, delivering a range of programmes, online, face-to-face and blended
- Source, adapt and use the best digital and e-learning solutions to create learning that is powerful and 'sticky'
- Manage a data bank, create excellent monitoring and evaluation processes, analyse data for feedback and continuous improvement

Your Role

Design and Delivery

- Responsible for the improvement of existing solutions, supporting the design and delivery of new learning and development solutions
- Responsible for the project management, ensuring all development solutions have an optimal blend of learning delivery that is within agreed time, cost and quality targets
- Responsible for sourcing and reimagining the delivery of quality content from facilitators, Clore Social Fellows and external experts

Monitoring and Evaluation

- Responsible for the successful monitoring, evaluation and analysis of the data from the learning development solutions. Analysing the data to produce reports and updates for the Board of Trustees, funders and wider team. Analysis of this data to support continuous improvements and future innovations

Engagement

- Responsible for the successful onboarding and engagement of participants through their learning journey, using feedback, engagement data and analysis to support this journey
- First point of contact for programme queries from participants

Technical

- Responsible for ensuring the team take a user centred approach to design and delivery of programmes and learning solution
- Management of all e-learning and digital solutions across all programmes

Your Team

You will be working closely with the Director of Programmes and Leadership Innovation (line manager) Head Coach, Digital Transformation Manager and Programmes Administration Intern.

Person Specification

- Flexible: Adaptable to a fast paced changing environment
- Focused: Able to think analytically, analyse data and extract key messages. Strong attention to detail
- Creative: Proven ability to think creatively and deploy ideas innovatively
- Courageous: Able to challenge the status quo to seek continuous improvement & innovative solutions;
- Confident: able to facilitate groups of learners; good people skills
- Curious: Life long learner, actively engages in personal and professional development
- Passionate: About the power of learning and development in catalysing social change

Essential Skills & Experience

- Expert in the design and delivery of blended learning solutions (digital and face to face facilitation)
- Experience of managing multiple stakeholder projects, through an innovation life-cycle
- Good working knowledge of delivery of full training cycles – from needs analysis through to evaluation
- Knowledge of blended, experiential learning frameworks, approaches and interventions, curriculum and accelerated learning and development
- Knowledge and experience of user experience design

Desirable Skills & Experience

- Knowledge and experience of user experience design specifically in the context of blended learning solutions
- Experience of taking solutions to market and scaling them to achieve wider reach
- Previous experience of personal or leadership development
- Experience or knowledge of agile approaches to working

Reporting relationships

You will report to the Director of Programmes and Leadership Innovation. From time to time you may be asked to carry out tasks on behalf of other team members.

Hours and place of work

The post is for five full days each week, normally within office hours (9.30am to 5.30pm), amounting to 35 hours per week. Some flexibility is necessary as you may need to attend morning and evening events and nights away at residential events

The office is based at Kings Place, 90 York Way, London, N1 9AG.

Pay and benefits

This role will be Circa £35,000 - £40,000 and the post holder is entitled to 25 working days holiday each year in addition to statutory holidays

Clore Social Leadership is committed to a policy of equality and diversity.

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