

# Online Learning Designer

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| JOB DETAILS | |
| Job Title: | Online Learning Designer |
| Reports to (title): | Learning and Support Manager |
| Date: | January 2017 |

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| PURPOSE OF THE JOB |
| As part of Cochrane’s Learning & Support team, to provide support for Cochrane’s online learning programme, and contribute to the implementation of our mission, which is to provide outstanding, inclusive learning and support programmes that effectively enhance the skills, knowledge and experience of current and potential contributors, enable high quality participation in diverse Cochrane activities, and enable the effective implementation of Cochrane policies and procedures. |

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| PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS |
| * Design and develop engaging new online learning resources, including the conversion of draft content into online learning resources (using industry standard design packages such as Gomo), editing audio and video recordings, and coordinating the activities of content contributors. * Manage the Cochrane Training website, maintaining good quality information and learning resources and ensuring a high standard of usability. * To design and produce user guidance, technical demonstrations to support the implementation of new technology products across Cochrane and identify relevant learning resource links for integration into new software. * Support the implementation and management of a new xAPI-based Learning Record Store, contributing to the design of data to be collected and interaction with Cochrane’s main membership data systems. * To coordinate Cochrane’s programme of webinars and virtual classrooms, providing training and support to new webinar presenters in the use of Cochrane’s webinar system (currently GoToWebinar), and editing and disseminating recordings and supporting materials. * Coordinate the Learning & Support Department’s communications, including written contributions to Cochrane communications channels (newsletters, online news feeds, social media and presences at conferences and other events). * To work collaboratively with colleagues and maintain excellent communication and working relationships with stakeholders including Cochrane Groups, staff, trainers, methodological & content experts, review authors, editorial teams, consumers and others. * Participate in on-going internal and external consultation and strategic planning to ensure the directions and activities of the Learning & Support Department remain aligned with the organisation’s needs and those of its contributors. * Assist in the evaluation of Cochrane learning & support activities, including the design and collection of management and performance data and synthesis of reports. * Respond to user community queries and feedback relating to online learning activities. * Contribute to the development and implementation of team work plans in support of Cochrane’s *Training and Professional Development Strategy* and *Strategy to 2020.* * Undertake any other duties that may be considered appropriate. |

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| PERSON SPECIFICATION |
| **Essential:**   * Experience in design and production of online training resources. * Experience in web content editing (preferably Drupal, or similar industry standard). * Experience with software and systems related to online learning, including resource development (preferably Gomo, Adapt or similar industry standard), webinars (GoToWebinar), standards (HTML5, xAPI), learning record stores, and video and audio recording and editing. * Excellent interpersonal and communication skills (both verbal and written) * Experience in writing copy for learning materials, and working with people from a variety of cultural and linguistic backgrounds. * Ability to work collaboratively within a complex organisation, including diverse and geographically dispersed staff, collaborator and stakeholder groups. * Self-motivated and results-oriented, with excellent organisation and time management skills, including the ability to work to deadlines under limited supervision.   **Preferred:**   * Knowledge of or working experience in learning theories or instructional design processes. * Experience in instructional design. * Experience in design and/or implementation of user testing processes. * Familiarity with and commitment to Cochrane’s mission and values. * An understanding of Cochrane systematic review methods and editorial processes. * A working knowledge of the academic publishing environment and editorial issues. * Experience working with teams in a not-for profit or low resource setting. * Willingness to travel internationally approximately 1-3 times per year. |

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| KEY INTERFACES |
| **Internal:** All Cochrane contributors, particularly Learning & Support Officers and the Head of Learning and Support, the Central Executive team, Cochrane Groups, Cochrane Innovations, the Trainers’ Network, members and all learning audiences.  **External:** External partners, learning audiences and service providers. |

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| DIMENSIONS |
| Budgetary responsibility: N/A  Number of direct and indirect reports: N/A |