

# INFORMATION PACK

# e-Learning Specialist

## CLOSING DATE

Closing date for receipt of applications is 31st May 2024.

## WELCOME TO APPLICANTS

#### Thank you for your interest in working with Belfast Bible College.

## ABOUT THE ROLE

Belfast Bible College is a leading evangelical, interdenominational theological college in Northern Ireland. It has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness.

We are at an important moment in the life of the College, with a new strategic plan just rolled out. Part of this includes the introduction of a new MA Practical Theology Programme which is the first new MA programme introduced at the College for a number of years.

The programme which comprises two parts, will be delivered on site, remotely and in blended modalities.

To assist with the design, development and implementation of this programme and other online courses, the College is seeking to recruit a new e-Learning Specialist. This position, which is new to the College is likely to develop and evolve over time and will be of particular interest to someone who is keen to be part of developing e-learning courses and programmes from inception.

As a wider catalyst for change, we also expect this role will play a crucial part in supporting the organization's adaptability and success in an ever-evolving business landscape.

## JOB DESCRIPTION

**Key responsibilities:**

* Gather information and course material from module leads, teaching staff and other subject matter experts for the delivery of content in appropriate formats.
* Develop and design learning material, co-ordinate and review educational content, and incorporate current technology in developing specific e-Learning curricula.
* Support the deployment of learning programs including uploading and updating courseware and curricula, training assignments, learner notification text and rules in LMS.
* Utilize knowledge of LMS capabilities to recommend delivery strategies that yield a rich, meaningful, and dynamic end-user experience.
* Utilize LMS reporting capabilities and developing custom reports to assist with planning and managing the College’s training and development initiatives.
* Manage eLearning content from vendors to ensure it is compatible with the LMS.
* Work with Instructional Designers, Graphic Designers, and programmers to support eLearning content requirements.
* Run demos of the system and provide training to individuals and users groups.
* Ensure that participants are registered for courses on learning management systems.
* Coordinate and conduct webinars using designated programs and upload recordings into LMS.
* Lend expertise in the technical aspects of eLearning to internal departments, as requested.
* Facilitate live and recorded learning.
* General administration duties.

**Marketing and Recruitment**

* Help the College to market its programmes and achieve recruitment targets by working closely with both academic colleagues and the marketing and communications team.
* Involvement in the recruitment of students, including the interviewing of prospective students and active engagement in Open Days (on campus and online).
* Contribute to high quality marketing material for the website, such video clips, short topical articles, blog posts or social media items.

**General**

* Work in accordance with College policy including our commitment to safeguarding, health and safety and GDPR.
* Ensure compliance with relevant legislation and reviewing procedures within the relevant work area.
* To undertake the role of Fire Warden when required.
* Attendance and active participation at College events such as Graduation Day.

**Compliance Training:**

All employees will be expected to undertake the following training:

* GDPR UK Awareness
* Safeguarding Awareness
* Fire Safety Awareness / Fire Warden Training
* Manual Handling (if applicable)
* Mental Health Awareness
* Cyber Security Best Practices
* Workplace Safety Essentials
* Effective Remote Working (if applicable)

## Person Specification

* Bachelor’s degree or equivalent experience in training, adult education, and/or multimedia training materials development.
* Experience with a Learning Management System as a developer or administrator.
* Experience with HTML and audio and video editing software preferred.
* Ability to work effectively and collegially with all staff, especially with IT, Communications, and Marketing.
* Ability to relate well to a wide range of personalities.
* Excellent customer services attitude.
* Ability to solve technical problems independently or in teams.
* Has a good team spirit and positive attitude.
* Enjoys a varied pace of working and copes well under pressure.

**Cultural Commitment:**

Belfast Bible College is a Christian College and as such, all staff must be willing to embrace the overall purpose, ethos and values of the College in a context where Christian prayer and other expressions of faith are central to the College’s workplace culture and practise. You can read more about this in our Ethos Statement.

**Other requirements:**

* The successful candidate must have the right to work in the UK.
* Valid driver’s license with access to their own vehicle and business use insurance is a requirement.

This description is not intended to establish a total definition of the job, but an outline of the duties. You may be required to perform other duties needed to help drive to our vision, fulfil our mission and abide by our organisation’s ethos.

## GUIDANCE FOR APPLICANTS

Applicants should send the following to the HR Manager (jthorpe@belfastbiblecollege.ac.uk) as pdf documents attached to an email:

a. Covering letter of application stating why the role is of interest and how the requirements of the person specification are met

b. Curriculum vitae

c. Two referees (these will not be taken up without the applicant’s permission)

**Closing date for receipt of applications:**

Candidates are encouraged to submit their applications as soon as possible as these will be assessed upon receipt and interviews will take place on a rolling basis.

**Date of appointment:**

It is intended that the postholder will take up the post as soon as possible.

**MAIN TERMS & CONDITIONS**

Contract Type**:** Permanent

Working Hours & Pattern**:** 29 hours per week with the ability to work additional hours as required.  The typical working pattern will be as agreed with the line manager, to include evening, weekend and on call work as required.

Salary**:** £24,500 per annum calculated pro rata.

#### Pension Arrangements: The College operates a Pension Scheme that meets the requirements of automatic enrolment and which you will be enrolled into if you are eligible.