

Job Title:	Digital Learning Officer	Job Code:	DLO
Department/Group:	Digital	Position Type:	Full-time (35 hrs per week, including occasional evenings/weekends)
Location:	Home based	Travel Required:	Some UK travel (access to transport required)
Level/Salary Range:	Band 3	Position Length:	9 months fixed-term (possible opportunity for extension depending on securing future funding years.)
Responsible for:	No line management responsibilities	Responsible to:	Digital Manager
Liaison with:	All TIAH staff Digital Developers External stakeholders including training providers		

Job Description

Summary

The role holder will facilitate the implementation of TIAH's Learning Experience Platform set up and testing. They will develop, manage, and deliver the content plan for TIAH's LXP. They will source content from a diverse range of experts and be responsible for managing its development into engaging learning formats that are aligned to the learning strategy. They will also curate resources and create learning pathways, and close gaps through facilitating the development of new learning opportunities either in house or in partnership with other providers.

Role and Responsibilities

1. TIAH Online Service development
 - Assisting with the implementation and administration of TIAH's Online Service (Learning Experience Platform)
 - Assisting with the production of digital learning content using external agencies
 - Data collection, cleansing, classification and curation
 - Building relationships with training providers and industry organisations
 - Assisting with the development of training provider profiles and user requirements
 - Populating TIAH's Online Service with CPD and learning content, working with the CPD Officer to ensure it is first validated
 - Creating learning pathways and content recommendations
 - Analysing learner data to improve learner experience and CPD uptake
2. Industry and team engagement
 - Keep abreast of offers from similar professional bodies and appraise for relevance/priority within TIAH scope and to feedback relevant improvement and development ideas
 - Manage relationships of key stakeholders with the Digital Manager
 - Represent TIAH at meetings, conferences, talks and events where required
 - Act up into Digital Manager responsibilities when required
 - Undertake any other responsibilities commensurate with the post that the CEO and Line Manager may require

Qualifications and preferred skills

- Degree educated or equivalent
- Demonstrated experience within Digital Learning
- Keen interest in the agriculture and horticulture industry
- Experience of working with external stakeholders and suppliers and an ability to build and develop effective relationships to ensure delivery of milestones
- Ability to work with and analyse large datasets with an attention to detail to ensure accuracy
- An understanding of learning technologies and digital learning development processes
- A Continuous Improvement and Growth mind-set
- Ability to work as a part of a team but be self-disciplined to work alone on a day-to-day basis
- Flexible approach to work, including the ability to recognise a need and act on it
- Excellent communication and organisational skills, with the ability to work to tight deadlines and changing priorities
- Proficient in Word, Excel, and PowerPoint with a high level of digital competence
- Ability to juggle and prioritise multiple tasks while meeting tight deadlines within a collaborative team environment
- Strong communication skills and ability to interact comfortably and professionally with multiple stakeholders, ranging from colleagues to trustees to members
- Attention to quality and client excellence with excellent attention to detail

Additional Notes

- Behaviour expectations: Trust, efficiency, quality, expertise, can-do attitude, and affinity and understanding of TIAH's aims and objectives
- Role holder is expected to be set up for remote working, including a dedicated safe workspace with adequate and secure internet connection and reception. Laptop provided.
- Ability to travel within the UK required, including regular team meetings held in the Midlands and London.
- Ability to work flexibly required, including occasional evenings, weekends and overnight stays
- Role subject to review based on the needs of the new organisation

Approved By:	CEO	Date:	01.07.2021
Job holder's name/ signature		Date:	
Line manager's name/ signature		Date:	

Date posted:	05.07.21	Contact:	recruitment@tiah.org
Posting URL:	www.tiah.org		
Applications Accepted By:	Applications will be considered on a rolling basis for immediate interview. Please submit your CV and covering letter (maximum 2 sides) to recruitment@tiah.org using the job title as the subject header. Applications without a covering letter will not be considered.		