

Job Description: E-Learning Coordinator

Salary Range	£28,390 - £30,960
Grade	6 – Officer/Coordinator
Team	Mission
Line Manager	Training Lead
Matrix Manager	Foundations in Ministry Programme Manager
Line Reports	NA
Contract Duration	Fixed-Term 2-years with the possibility of extension
Contract Type	Full-time
DBS Check Requirement	N/A

Background

Within the Diocese of Guildford, a Virtual Learning Environment (VLE), using the Moodle platform, is currently used for accredited training routes. We have now developed a second VLE, also using Moodle, for our non-accredited Foundations in Ministry (FiM) programme for Lay Leaders.

The Foundations in Ministry (FiM) Programme was started in September 2023, designed to equip local churches with lay leaders in a variety of specialist ministries, build teams, and increase capacity for mission and ministry. The first year of FiM is a ‘Common Year,’ providing leadership and theological grounding and formation. The second year, or ‘Specialist Year’, is focused on teaching best practice on specific areas of service relevant to the local church, equipping people for the roles God is calling or has called them to. Once established for FiM, we plan for the VLE to be extended to other non-accredited training routes, both existing and new, under a phased rollout plan.

As our flagship lay leadership development programme, FiM will be the pilot for courses developed on the VLE and much of this role will focus on the preparation of content supporting the delivery for FiM. Working with an external consultant, we will develop a consistent design and structure for the VLE so that in the future it can host other non-accredited training routes offered by the diocese.

Job Purpose

The E-Learning Coordinator is responsible for the day-to-day running of the VLE for the Diocese of Guildford and will ensure that the content maximises the advantages of e-learning. In the first instance, the coordinator will be responsible for uploading materials and content for the FiM programme and connecting with the FiM participants ensuring they can access the materials that they need. A key part of the role is to uphold a user-friendly interface for students, tutors and content providers. Where applicable, the role will also require the ability to upskill and/or train Diocesan staff on using the platform.

Relationships

Internal

- Training Lead
- The FiM Programme Manager
- The LMP Team
- The LMP and Mission Team Administrators

- Church House Teams

External

- FiM Hybrid Learners
- Future Moodle users and Hybrid Learners
- Training Incumbents and Supervisors
- Church of England National Blended Learning Officer
- Learning consortium diocesan partners
- External consultants, including the site developer

Responsibilities

- Administer the VLE Platform including liaising with FiM Programme Manager/course tutors to upload and maintain course content.
- Oversee day-to-day VLE operations including identifying and implementing system and process refinements, working alongside external and internal stakeholders to maintain quality assurance for service delivery so that programme delivery and user journeys are efficient and effective, and ensuring the efficient running of the platform.
- Ensure the VLE is populated in a timely fashion with materials provided by the FiM Programme Manager and other providers of learning materials.
- Work with the external consultant and the Training Lead to coordinate the work required to introduce further courses on to the VLE, advising other CHG teams on the use of Moodle and content creation.
- Provide administrative support for Moodle users (learners, content providers, trainers, project manager and others). This will include helping learners to access and fully utilise the system and providing reports and statistics to trainers and others as required.
- Moodle Management including Troubleshoot, report, user management, site management, and ensuring positive learner/user experience
- Invoice processing, handling contract payments for the Moodle consultant and other invoices arising.
- Identify potential issues and liaise with the National Blended Learning Officer where issues need to be escalated, or changes made.
- Partner with other dioceses to identify opportunities to share resources across learning platforms.
- To carry out duties in line with Diocesan Board of Finance's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. This is a new role and will evolve over time, so the role holder needs to be adaptable and prepared to change as the needs of the role change. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

Person Specification: E-Learning Coordinator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A-level standard of education as a minimum • Evidence of ongoing learning and development, either through formal course participation, or self-directed learning 	<ul style="list-style-type: none"> • Graduate level education or equivalent in Information Technology and/or learning and development • Certified training in front end web design or digital content production • Certificate/Diploma in Theology
Experience	<ul style="list-style-type: none"> • Experience of working in a team to deliver educational outcomes • Experience of VLE systems administration and user support • Experience of guiding students and staff in learning technologies 	<ul style="list-style-type: none"> • Experience of delivering training to subject specialists/programme leaders • Experience of designing and running admin systems using the Moodle platform
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent IT skills appropriate for creating and maintaining a VLE • Understanding of adult learning principles 	<ul style="list-style-type: none"> • Understanding of emerging adult educational trends
Personal	<ul style="list-style-type: none"> • Fully supportive of the aims and mission of the Church of England • The ability to handle queries from a wide range of people, especially able to help and support those who may be new to on-line learning • Flexibility and the ability to adapt as priorities change within the project • Passionate about adult education • Excellent attention to detail and planning & organisational skills • User oriented • The ability to work independently as well as contributing to the success of the team 	<ul style="list-style-type: none"> • A practising Christian