Job Description: E-Learning Developer

Salary Range	£33,210 to £36,080 (Depending on experience)
Grade	5 – Technical
Team	Mission
Line Manager	Training Lead
Matrix Manager	Foundations in Ministry Programme Manager
Line Reports	NA
Contract Duration	Fixed-Term 2-years
Contract Type	Full-time
DBS Check Requirement	N/A

Background

Within the Diocese of Guildford, a Virtual Learning Environment (VLE), using the Moodle software platform, is currently used within the Local Ministry Programme for accredited training routes.

We are now ready to develop a second VLE, also using Moodle, for all non-accredited training in the diocese starting with the Foundations in Ministry (FiM) programme. Once established for FiM, use of the VLE will be extended to other non-accredited training routes, both existing and new, under a phased rollout plan.

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. The second year curricula have yet to be developed.

As our flagship lay leadership development programme, FiM will serve as the pilot course to be developed on the VLE and much of this role will focus on the design and preparation of content for FiM. The initial priority will be to create a consistent design and structure for the VLE so that it can host the variety of non-accredited training routes offered by the diocese that will be added in time.

Job Purpose

The E-Learning Developer is responsible for the development of a Virtual Learning Environment (VLE) for the Diocese of Guildford including instructional and learning design for non-accredited training routes. In the first instance, the VLE will host all the training materials for the FiM course, both the foundational year in theology and the specialist courses offered in the second year of the programme. The E-Learning Developer will shape and inform learning and training practice through the VLE, with specific application to the FiM Programme under the direction of the FiM Programme Manager. The developer will ensure that the VLE is user-friendly for all (students, tutors and others) and will train LMP staff on the management of content. The developer will ensure that content

maximises the advantages of e-learning.

Relationships:

Internal
- The FiM Programme Manager
- The LMP Team
- The FiM Volunteer and Teaching Staff
- The Director of Mission
- Church House Teams

External
- FiM Students
- Training Incumbents and Supervisors
- CofE Blended Learning Officer
- Learning Consortium diocesan partners

Responsibilities

VLE Development
- Design and configure the VLE such that it aligns with the Diocese's strategic aims but is suitable for the FiM programme in the first instance
- Identifying and implementing system and process improvements for best practise to ensure a smooth user experience
- Resolving issues and liaising with the platform suppliers where issues need to be escalated or changes made
- Network with VLE project managers in other dioceses to share insights and best practice

VLE Content
- Work with the FiM Programme Manager and course tutors to design and develop well-designed online learning material.
- Ensure VLE is populated in a timely fashion with materials provided by the FiM Programme Manager and other providers of learning materials, ensuring that navigation is intuitive and easy

VLE User support
- Ensure all learners have easy access to relevant training resources
- Support tutors to populate, maintain and amend content on, the VLE
- Train and support staff involved with the administrative use of the VLE
- Respond to users' queries on functionality
- Receive feedback on functionality of the VLE from learners and tutors and implement solutions
- Propose improvements and developments of the VLE to the FiM Programme Manager
- Devise a continuity plan to sustain the VLE

General
- To carry out duties in line with DBF'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. 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 Developer

	Essential	Desirable
Qualifications	• Graduate level education or equivalent in Information Technology	• Certificates in Learning & Development
Experience	• Experience of creating and maintaining a VLE for accredited and non-accredited learning. • Experience of guiding students and staff in learning technologies	• Experience of Training management or delivery • Experience of working in a team to deliver educational outcomes
Skills & Knowledge	• Excellent IT skills appropriate for creating and maintaining a VLE • Understanding of adult learning principles	• Understanding of emerging adult educational trends
Personal	• Fully supportive of the aims and mission of the Church of England • Creative • Passionate about adult education • Ability to work with little supervision • Excellent attention to detail • User oriented • Ability to work collaboratively	• A practising Christian