

JOB TITLE: eLearning Coordinator

Accountable to: Digital Designer

Staff managed: N/A

PURPOSE OF THE JOB

Trinity College London is seeking to employ an enthusiastic eLearning coordinator who will help build and enhance the company's online training and exam support offer.

You will be responsible for the administration of the Learning Management System (LMS) and other learning and assessment platform. You will be providing support to end users as the first point of contact. The right candidate will have hands-on experience with learning management systems and will be able to administer, configure and customise the platform. In addition to excellent technical skills, the eLearning coordinator will display a strong customer service attitude and provide admin and system support to all LMS users.

You should be familiar with a range of e-learning related tools eg. Articulate 360, Adobe Creative Suite, VC tools, screen casting tools etc.

This role is based in a fast-paced and innovative environment. The candidate should and be able to work to deadlines whilst still producing high quality content.

KEY ACCOUNTABILITIES & TASKS

VLE (Moodle and Totara), Digital Assessment Platforms

- Build and administer resources, courses and online tests using Moodle/Totara or third-party applications
- Develop and implement CSS changes to customise LMS
- Configure LMS to meet training requirements
- Administer users in Moodle/Totara and other third-party e-learning and assessment systems
- Act as first line support for all LMS issues
- Compile reports about progress and platform usage
- Upload courses onto the LMS and amend as required
- Provide day-to-day administration and support for the learning management system and related learning technology applications
- Be a champion of the digital platforms

E-learning Modules

- Create e-learning modules using Articulate 360 and other rapid authoring software
- Develop storyboards by applying design principles to create high quality, customer-focused learning materials

- Keep up to date with latest learning theories, instructional design approaches and technologies resulting in course content and design being continually reviewed and refreshed in line with market developments
- Utilise individual creative ability whilst being able to work within corporate brand guidelines to produce new and innovative learning courses
- Provide expert advice and support to end users, ensuring that they are using the solutions effectively

General administration support

- Provide admin support for the digital projects
- Attend queries regarding digital platforms
- Liaise with internal and external contacts as required

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

- Experience of working as a Moodle Administrator
- Experience with web conferencing software
- Good working knowledge of Articulate Storyline and other rapid authoring tools
- Advanced/proficient in the use of Adobe Creative Suite (Photoshop, Premiere, Illustrator, InDesign etc) and video editing tools
- Good knowledge of HTML, CSS and JavaScript
- Knowledge of PHP within the Moodle environment
- Exemplary customer service skills with a solution focused attitude
- Work positively within a changing environment
- Great team player
- Good verbal communicator, able to liaise with client contacts and Subject Matter Experts
- Enthusiastic character looking to develop their career

CONTACTS: INTERNAL AND EXTERNAL

Trinity College London's global teams – internal and external staff

Third party suppliers

FINANCIAL PARAMETERS