

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Church of England Foundation for Educational Leadership was set up in 2017 with the mission to 'develop inspirational leaders who are called, connected, committed to deliver the Church of England vision for education'. Since then, it has operated a wide range of leadership development programmes, networks, research, conference and events, and published a range of key leadership resources to equip school leaders at every level to put their vision into practice.

Part of this provision has been as a very successful national provider of NPQ programmes. Beginning in 2017 with the delivery of NPQs for Headteachers, our suite of programmes has now expanded to include programmes for Specialist Teachers, Senior Leaders and also Executive Leaders. More recently, a partnership between the Church of England and the Catholic Education

Service is also enabling programmes to be delivered more widely as together our school provision represents around 34% of the sector.

What you'll be doing

You will be supporting the Learning Specialist's work across a range of digital systems, although primarily the Blackboard LMS. The role will focus on ensuring our NPQ participants and participants on other programmes have the best possible experience when using the LMS by providing technical support and administration. This will also include responsibility for responding to queries from delivery partners and participants about Blackboard. Where necessary, this will also require working across other systems, including the Salesforce CRM, and supporting with live teaching sessions on Zoom, Teams or other platforms.

MAIN DUTIES AND RESPONSIBILITIES

In relation to the Blackboard LMS and other digital systems:

- Answering technical inbox queries or triaging these as appropriate
- Training, or supporting the training of, stakeholders including Delivery Partners and participants under the direction of the Learning Specialist
- Setting-up courses on Blackboard as part of the programme recruitment cycle
- Editing and auditing Blackboard course content as needed
- Supporting the Learning Specialist in fixing any errors or technical issues
- Auditing attendance and engagement to support with contracting requirements from the Department for Education, including attending audit meetings as appropriate
- Technical administration of LMS including everyday tasks and implementation of new technical features
- To assist with adapting curriculum content into online learning content using a range of formats such as documents, videos and SCORM packages
- Supporting with the collection and analysis of quality assurance evaluation data

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Knowledge of Learning Management Systems and their administration

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- Experience of adapting curriculum content (using multimedia, creativity and knowledge of instructional design etc.) for an LMS or live training sessions based off existing material
- Knowledge of hosting live meetings through Teams or Zoom

Skills & Abilities:

- Customer service approach and ability to triage varying technical issues; ensuring prompt responses
- Methodological approach to administrative tasks
- High proficiency with Microsoft Applications, including Excel and SharePoint
- Organised methodical approach
- High level of attention to detail
- Pride and commitment to high standards
- Collaboration and team support
- Strong use of initiative and ability to escalate observed issues

Desirable

- Experience of using Blackboard
- Experience of using SCORM package creation software (e.g. Articulate 360)
- Experience using Customer Relationship Management, in particular Salesforce
- Ability to use video editing software, e.g. Premiere Pro
- Ability to use graphic design software, e.g. Photoshop

Circumstances

Whilst this is a remote role, the post-holder will need to travel for the following reasons:

- Education Office Team Days (3 per year)
- Education Office Residential (2 days, including 1 overnight stay in the autumn)
- NPQ Team Days (approx 3 per year)

Vacancy Summary

JOB TITLE:	Learning Technology Assistant
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	Education & Growing Faith
GRADE:	Band 6 Standard Point
SALARY:	£34,801
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Remote
HYBRID WORK ARRANGEMENTS:	Remote working with the exception of approx 6 days per year detailed within job description
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term Until 31st December 2025
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8100784
COST CODE:	70220
PARENT POSITION:	Learning Specialist