

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Digital Learning Content Creator	PAY BAND:
FUNCTION:	People & Learning	Support
THE TEAM:	The Learning team is responsible for the design, development and delivery of high-quality learning products to our staff and volunteers to enable them to undertake their roles safely, competently, effectively and efficiently.	Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team

WHERE YOU WILL FIT

Director of People & Learning	Head of Learning	Digital Learning Manager	Digital Learning Content Creator
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The role of digital learning is increasingly important as flexible working, home working, and the virtual office become commonplace. Your role is critical in providing the right skills and knowledge, at the right time, to enable King's Trust staff, volunteers and delivery partners do their jobs. This includes colleagues in support functions, as well as our colleagues who work directly on the front line with young people, enabling them to work with young people safely, competently, effectively and efficiently.

You will create high-quality digital content enabling everyone within the organisation to better deliver on their priorities, from youth workers themselves, through to volunteers and delivery partners, right up to senior leadership.

WHAT WILL YOU DO?

-  Use Adobe Premiere Pro to edit video and audio into high-quality content.
-  Create animated videos using animation tools such as Vyond and/or Adobe After Effects.
-  Record high-quality video and audio material for use in learning products. For example, voiceovers and talking heads.
-  Record and edit screen capture videos for software and systems training.
-  Design and edit aesthetically pleasing and clear presentations and infographics.
-  Write and edit scripts for learning products, ensuring that all scripted material delivers key learning outcomes clearly and concisely.
-  Perform minor administrative tasks such as uploading content to our Learning Management Systems.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Demonstrable script writing and script editing skills.	You will know that a good script is essential for ensuring that we get clear messages and learning outcomes across, so you'll be able to show where you've used these skills successfully in the past.
Ability to record good quality video and sound, and a familiarity with the tools used to do this.	You will capture video recordings and voiceovers for our digital learning products, so having a good understanding in this area is a must.
Demonstrable design skills with an eye for detail.	All our digital learning content needs to be clear and aesthetically pleasing and adhere to design and brand standards.
Experience	Why do we need this?
Experience of using Adobe Premiere Pro to edit video and audio content	A large amount of the digital content the Learning Team produces is made using Premiere Pro, so it's important you have some experience of having used it before.

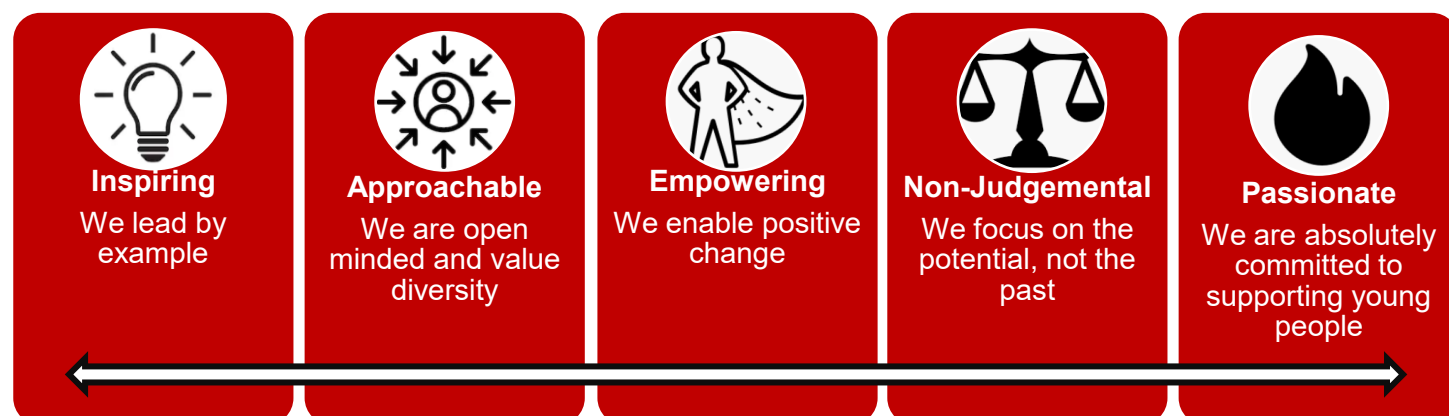
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience producing live streams.	We have begun producing live streams as a way of reaching large numbers of staff in an engaging way without having them travel to instructor-led sessions.
Demonstrable experience within a video content creator role or equivalent.	We successfully use video in a lot of our digital learning products, so some experience of having created engaging video content would be beneficial.
Skills & Knowledge	Why do we need this?
Knowledge of Adobe Creative Suite, in particular, Adobe Illustrator, Adobe After Effects, and Adobe Photoshop.	A good working knowledge of any of these programmes is desirable to make more bespoke content such as thumbnails, posters and logos.
Experience with animation tools e.g. Vyond/Powtoon.	We use Vyond to make animations. Experience with similar programmes is desirable but training will be provided if necessary.
Experience with screen capture software e.g. Camtasia.	We use screen capture for many software demos. Experience with similar tools is desirable but training will be provided if necessary.
Demonstrable working knowledge of Articulate 360 tools.	We use these tools to help create our digital learning products.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.