

YOUR NEW ROLE AT THE TRUST

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

WHERE YOU WILL FIT

CEO	Director of People & Learning	Head of Learning	Digital Learning Manager	Digital Learning Content Creator
				Learning Coordinator

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Your role is critical in providing the right skills and knowledge 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.

WHAT WILL YOU DO?

-  Lead the creative and technical direction of digital learning to ensure the latest techniques, approaches, and technologies are considered.
-  Lead the digital learning team to deliver the digital learning strategy and produce consistently high-quality products which meet learning needs.
-  Plan and prioritise the work of the digital learning team, ensuring that lead times and delivery targets are met.
-  Manage the Trust's Learning Management System, being responsible for the configuration, updating, and troubleshooting of the platform.
-  Build and maintain effective stakeholder relationships across The Trust and provide expertise and advice on digital learning.
-  Be hands on – designing and creating engaging and brand compliant digital learning content that is effective from a learner and cost perspective.
-  Manage and maintain any required software/application licences required across the digital learning team.
-  Plan and monitor the digital learning team budget, liaising with the Head of Learning during the budget submission process.

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?
Knowledge of learning theories and instructional design	As you'll be working with stakeholders to understand their learning needs and design and develop learning products to meet those needs, you'll need sound knowledge of how to do this effectively
Proficient with Adobe Premier Pro and Adobe InDesign, as well as familiarity with the wider Adobe suite, and demonstrable working knowledge of Articulate 360 tools.	We use the tools to help create digital learning, with a high expectation around the quality and professionalism of our products.
Ability to work with and influence people at all levels	Effective stakeholder engagement is key to our success, so you'll need to be really good at managing these relationships
Ability to plan and prioritise the work of a team, and manage a busy workload under pressure	You'll need to manage a broad portfolio of work across the digital learning team to ensure products are delivered to challenging deadlines
Experience	Why do we need this?
Demonstrable experience of creating highly engaging digital and/or blended learning	You'll use this experience to lead the team and the direction of digital learning at The Trust
Experience of applying new learning technologies and utilising technical development tools	We're always looking at how we can be more innovative and embrace new ways of doing things
Experience of managing a Learning Management System	Being the key point of contact for our LMS is an important part of this role
Experience of all elements of the training cycle	As well as being technically brilliant, you'll need to be just as good at the basics of learning design

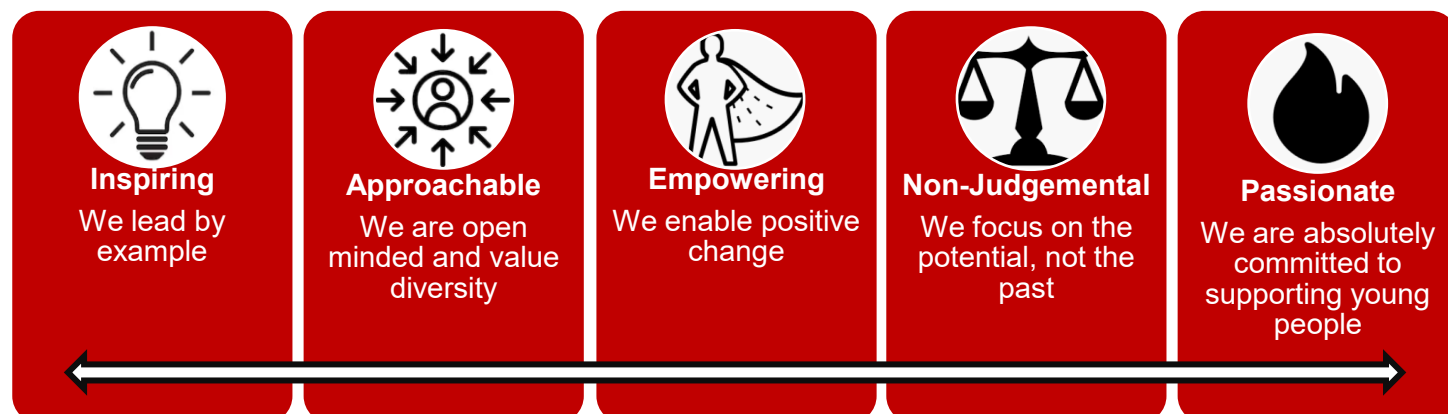
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of successfully managing a team	You'll be managing our digital learning team and our Learning Coordinator
Experience of pitching products to customers/stakeholders	Getting our stakeholders fully onboard with our ideas is an important aspect of the role
Experience of budgeting and writing business cases	We're always willing to consider investing in new approaches, and being able to sell the benefits of these would be helpful
Skills & Knowledge	Why do we need this?
Good working knowledge of SAP SuccessFactors Learning module	This is the LMS we use at The Trust
Good visual design and ability to storyboard	This helps us maintain a high quality of output
Familiarity with Vyond animation software.	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 at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values	You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change	You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding	You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions	You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same

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.