

RECRUITMENT PACK

ACADEMY LEARNING DESIGNER

CONTENTS

Job description.....	3
Key information.....	4
About the role.....	4
Responsibilities.....	5
Person specification.....	7
Hybrid Working Policy.....	8
Position in the team.....	9
Your application.....	10
Key dates.....	11
Application process.....	11
Completing your application.....	12
Diversity and inclusion.....	13
Requirements for working at Battersea.....	14
Data protection.....	14

JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Academy Learning Designer
(BDCH6236)



Department/Team

Global Programmes/Academy



Location

Battersea, London (hybrid)



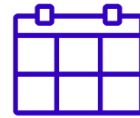
Salary & Grade

£30,000 per annum
Grade D



Hours

35 hours per week. We're happy to discuss flexible working, part time hours (4 days per week minimum) and job share arrangements



Duration

Permanent

ABOUT THE ROLE

The Academy Learning Designer will support the development, delivery, and maintenance of Academy face-to-face and online content.

As a member of the Academy team, you will work closely with the Academy Programme Manager and Lead Learning Designer to build and maintain a portfolio of content and resources that are accessible and appropriate for rehoming organisations/individuals located in the UK and around the world.

With skills in best practice pedagogy, and experience applying that across blended learning programmes, the role holder will have excellent communication skills and the ability to coordinate and manage relationships with subject matter experts within and outside of Battersea.

RESPONSIBILITIES

	Estimated % time
Content development and maintenance	50%
<ul style="list-style-type: none">• Produce Academy content in line with best practice adult education principles and Battersea brand guidelines and ensure alignment with the Academy Strategy and Academy content strategy.• Work with the Lead Learning Designer, Academy Lecturers, and internal/external subject experts to prepare content for Academy delivery.• Support Associate Lecturers to maintain quality standards when they train in multiple languages utilising the AI translation tools.• Quality check and proofread Academy content in line with the Academy quality assurance process.• Review and provide feedback on learning content submitted by subject matter experts.• Conduct content reviews for agreed courses in conjunction with the Lead Learning Designer and/or Academy Programme Manager.• Collation and review of post-course survey results.• Undertake occasional travel to visit organisations (UK and/or overseas) and attend conferences to enhance the Academy offering.	
Programme co-ordination/delivery	30%
<ul style="list-style-type: none">• Support Lecturers/trainers in the delivery of Academy content, both face-to-face and online. This includes facilitation of live online and in-person learning opportunities.• Work with the Academy Co-ordinators to ensure courses are set-up for delivery.• Ensure all components of a course (e.g., programme overview, timetable) are available prior to delivery.• Take attendance for live sessions and record this on the Learning Management System (LMS).	
Learning Management System (LMS) administration (Academy Online)	20%
<ul style="list-style-type: none">• Contribute to the online resource bank of content for the Academy LMS.• Support the development of online learning assets using Adapt Builder.• Identify and make recommendations for potential improvements to the Academy LMS set-up.	

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

DECISION MAKING AND ACCOUNTABILITIES

Decision making

- Day-to-day decisions on content development and curation (face-to-face and online)
- Ensuring, through collaborative working, that content meets learner expectations and agreed quality standards
- Deciding where appropriate that content is tailored to meet the cultural needs of varying international learners

Accountabilities

- Accountable for recording and updating relevant online data and ensuring GDPR compliance
- Managing relationships across the organisation through convening appropriate meetings as required
- Manage relationships with 3rd party trainers external to Battersea

PERSON SPECIFICATION

ESSENTIAL

- Teaching qualification or demonstrable experience in the development of learning content
- Ability to create high quality presentations
- Substantial understanding and experience with the application of pedagogical principles of online learning for adult learners
- Detail orientated (high level of accuracy and attention to detail)
- Experience of working with subject matter experts (internal and external)
- Experience of managing multiple projects within a complex environment
- Demonstrable experience and skills in building positive and productive relationships with colleagues and other stakeholders
- Strong organisational skills
- Excellent written English, highly numerate and advanced user of MS Office and other IT Systems
- Experience of communicating clearly with the ability to adapt your communication style for different people as appropriate
- Experience of dealing with sensitive issues with empathy and resilience
- Proven ability to manage a high workload and multiple priorities whilst meeting deadlines

DESIRABLE

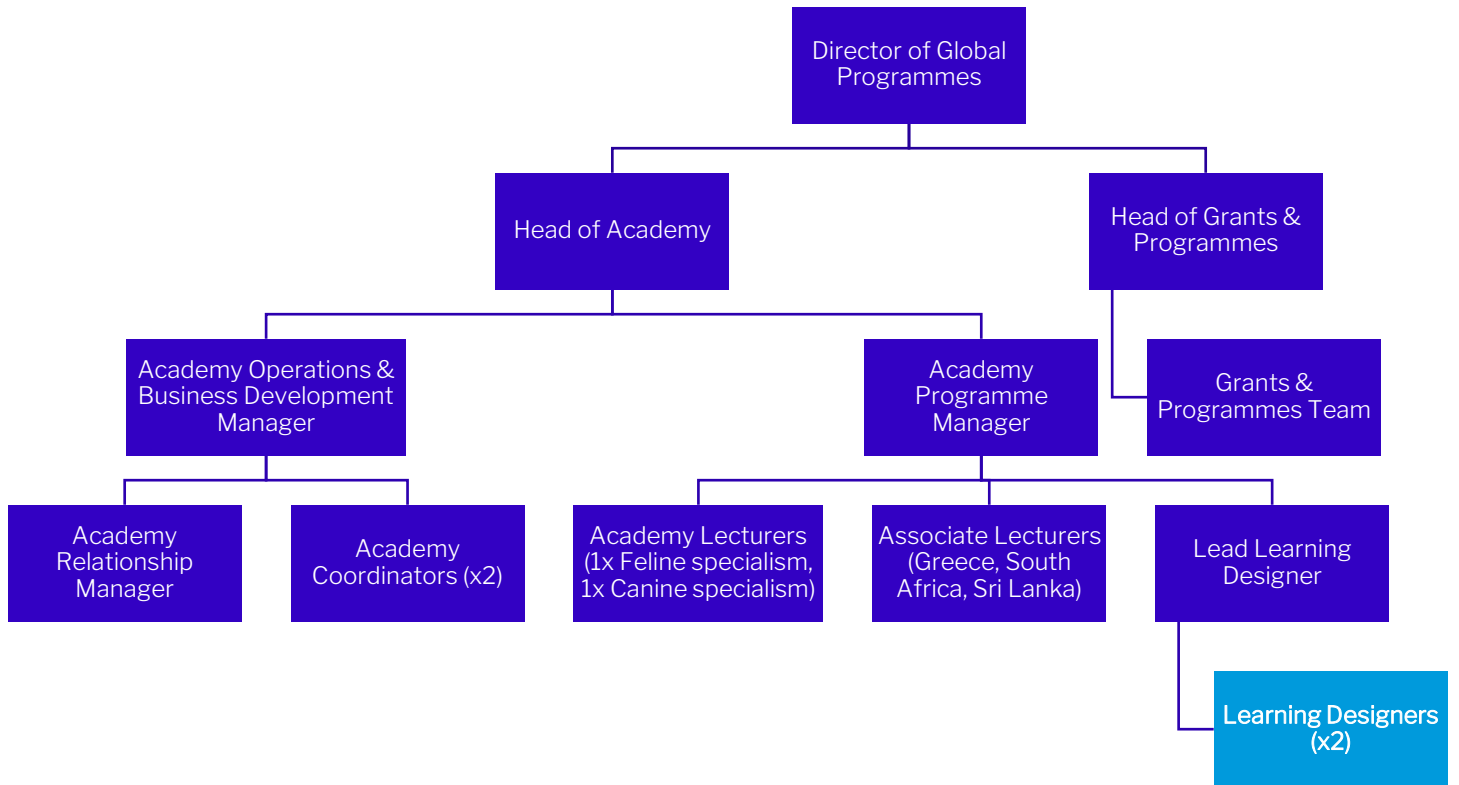
- Experience of working within a charity
- A commitment to the animal welfare sector and building the capacity of smaller charities
- Knowledge of Adapt Builder (or similar) online asset development tool
- Experience of working with online learning and learning management systems (administration and content management)



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

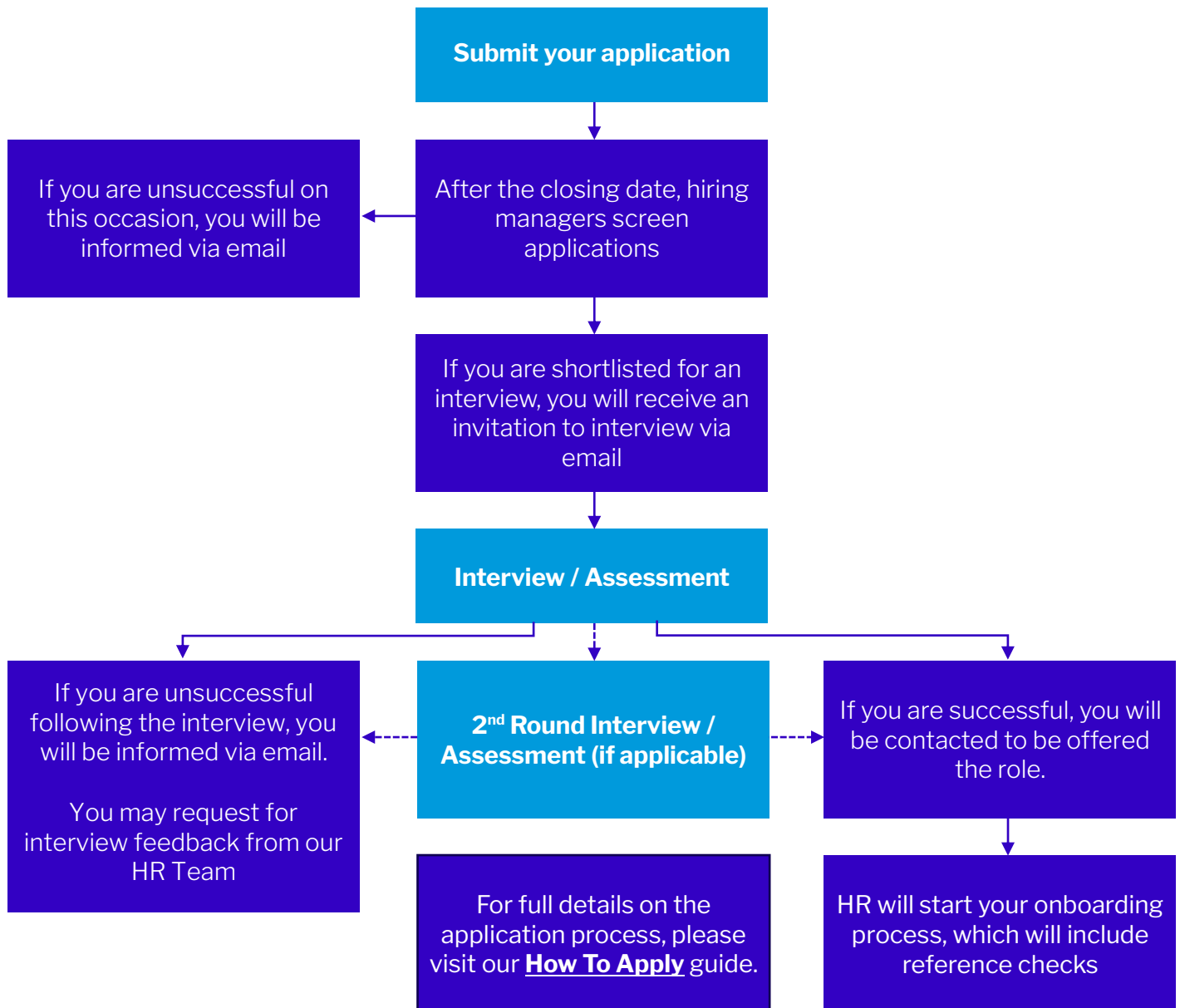
21st February 2025



Interview Date

5th & 6th March 2025

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

- Our application forms will ask you for:
- Employment History
- Educational History (which is non-mandatory)
- Either a supporting statement of no more than 1000 words; or
- Responses to short-answer questions.

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the Life at Battersea document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role (s) you apply for.



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

4 BATTERSEA PARK ROAD
LONDON SW8 4AA

+44 (0) 20 3887 8341
JOBS@BATTERSEA.ORG.UK

Battersea is a charity registered in England and
Wales (206394)

Patron HRH The Duchess of Cornwall GCV
President HRH Prince Michael of Kent GCV

