

<b>JOB TITLE:</b>	Volunteer Instructional Designer	<b>ROLE:</b>	Instructional Designer (potential future paid role as C.I.C scales)
<b>HOURS PER WEEK:</b>	Flexible / 80% dedication mandatory	<b>LOCATION</b>	Remote
<b>REPORTING TO:</b>	Membership Director		

#### **JOB PURPOSE:**

#### **Are you passionate about creating transformative learning experiences that empower individuals and communities?**

Tell My Truth and Shame the Devil C.I.C. is seeking a skilled Instructional Designer to join our founding volunteer team. This role is central to designing, structuring and delivering educational programmes that support survivors, young people and marginalised communities to access knowledge, develop skills and achieve personal and collective growth.

#### **Purpose of the role:**

The Volunteer Instructional Designer supports our mission by designing engaging, effective and learner-centred educational materials. In this role, you will collaborate with subject matter experts, program staff and other volunteers to transform ideas and content into structured learning experiences that are accessible, inclusive and impactful.

#### **About the Role:**

As Instructional Designer, you will work closely with the Membership Director, Book Club Coordinator, and Social & Digital Media Education Lead to develop structured learning pathways, modules, and resources for our membership programmes. Your work will ensure that all learning experiences are engaging, accessible, and aligned with our anti-capitalist, community-driven, and survivor-centred mission. This is a hands-on, impactful role combining strategy, creativity, and operational delivery.

#### **Experience Qualification and Requirements**

##### **Essential Technical Competencies:**

- Experience in instructional design, curriculum development or educational programme creation in formal or informal learning environments.
- Proven experience designing and delivering community-based education, training or learning programmes
- Experience using content creation tools (e.g., Microsoft PowerPoint, Google Workspace, Canva)
- Basic familiarity with e-learning tools, learning management systems or content creation software is a plus.
- Ability to develop structured learning pathways with clear outcomes and assessments
- Ability to translate complex or technical information into clear, accessible and inclusive learning materials.
- Knowledge of accessibility and inclusive design best practices.
- Hands-on experience contributing to open-source projects.
- Implementing security, accessibility or system optimisation practices in real-world projects.

##### **Desirable / Can Be Developed:**

- Experience in instructional design, learning design or educational content creation.
- Developing skills in structuring learning objectives, activities and simple assessments.
- Willingness to collaborate with facilitators, subject matter experts and community members.

##### **Qualifications:**

- Formal qualifications are not required but desirable.

- **STRONG** Experience in education, instructional design, learning and development or a related field is valued.

### Main Responsibilities/ Key Duties

- Design and develop educational programmes, courses and learning resources for members and volunteers.
- Collaborate with subject matter experts, facilitators and leadership to ensure content is accurate, relevant and impactful.
- Structure learning experiences with clear objectives, assessments and progression pathways.
- Integrate digital platforms, multimedia resources and interactive tools to enhance accessibility and engagement.
- Evaluate learning outcomes and gather participant feedback to continuously improve programmes.
- Ensure all learning programmes comply with safeguarding, accessibility and data protection standards.
- Ensure all integrations follow best practices for security, data privacy and performance, maintaining compliance with GDPR and other relevant standards.
- Facilitate knowledge transfer by providing clear resources for onboarding new volunteers, team members and technical contributors.
- Maintain documentation of course materials, learning pathways and instructional guides for internal use.
- Support capacity-building by training facilitators, volunteers and community members in programme delivery.
- Collaborate with leadership, technical teams and stakeholders to define the long-term vision and goals for digital platforms and systems.
- Identify opportunities for innovation, including new features, technologies, tools or workflows that improve platform functionality, user experience and operational efficiency.
- Continuously monitor the open-source platform to ensure optimal performance, uptime and reliability, using monitoring tools, analytics, and performance metrics.
- Identify and diagnose technical issues, bugs, or system errors promptly, assessing root causes and prioritising fixes based on impact and urgency.

### What This Role Offers You:

- Leadership experience in designing and delivering learning initiatives that directly impact communities.
- Personal and professional growth through hands-on instructional development and facilitation.
- The opportunity to shape transformative learning systems within a pioneering, values-led CIC.
- The satisfaction of empowering survivors, young people, and community members through education.

### What This Role Is Not For:

- Individuals seeking purely administrative or content curation work without engagement.
- Those unwilling to adapt learning resources to diverse audiences and community needs.
- People expecting pre-packaged or rigid course structures—this role requires creativity, collaboration, and active problem-solving.

### Next Steps

Shortlisted applicants will be invited to

- A values-led conversation.
- If you are ready to design meaningful learning experiences that empower communities and foster personal transformation, we want to hear from you.
- Apply now and help build education systems that create lasting social impact.

**A Final Word**

Design learning turns knowledge into action.

Shapes the path from curiosity to competence.

If you know that:

Education is the bridge between knowledge and action.

A bridge between knowing and doing