



Instructional Designer & Project Coordinator Short Term Flexible Contract

Position	Instructional Designer & Project Coordinator
Location	Redhill (remote working opportunity)
Reports to	CEO & Speech & Language Therapy Team
Responsible for	N/A
Hours	P/T Flexible – to be negotiated at start of contract
Duration	Dependent on completion of project – suggested 2 months (subject to review)
Rate of pay	£110 - £135 per day (depending on experience)

About Include.org

Include.org is a small charity addressing the inequalities experienced by people with understanding and/or speaking difficulties. We use creative approaches and clinical evidence to raise awareness, create memorable training and empower the people who know most about communication need.

We work across the community, social and health care sectors and beyond to provide services and bring about change in attitudes, skills and opportunities. We are a young charity in a unique space with an ambitious vision - and many opportunities yet to explore.

About You

You have at least 1 year's experience working as an instructional designer. You will be familiar with standard instructional design tools and be able to advise regarding organisational use. You will be a creative and innovative thinker, open to new ideas about how e-learning can be used more imaginatively and inclusively within the Care sector.

You will be a team player, committed to the goal of inclusive learning and ready to join a fun-loving, exciting small charity to help us to reach more people isolated by communication needs and the people that support them.

Role Summary

We are looking for a professional and creative Instructional Designer to help us design and develop two unique e-learning packages, which will be undertaken by social care staff and the people they support. The goal is to encourage joint learning, reflection and participation and to facilitate learners in acquiring knowledge, skills and competencies, in an enjoyable and entertaining format.

The successful candidate will also be required to advise the team regarding appropriate and cost effective design tools and learning platforms, to enhance the sustainability of the charity and enable future projects.



Responsibilities

- Work with Speech and Language Therapy staff and volunteer team to collate, design and develop existing content (currently available in a mixture of basic MS Office and Articulate 360 formats) into e-learning packages
- Work with subject matter experts to identify target audience's training needs, updating existing content and developing new content accordingly.
- Realise existing recourse to create engaging learning activities and compelling course content that enhances retention and transfer
- Visualize instructional graphics, the user interface and the finished product
- Conduct instructional research and analysis on learners and contexts
- Apply tested instructional design theories, practice and methods
- Apply principles of fun, creativity and partnership working within the context of important learning
- Provide exercises and activities that enhance the learning process
- Explore and embrace innovative ideas for supporting material/media (audio, video, simulations, role plays, games)
- Liaise with the team to create activities to complement and reinforce e-learning experience
- Decide on the criteria used to judge learner's performance and develop assessment instruments
- Maintain project documentation and course folders
- Provide advice from professional experience around using different e-learning development packages and learning platforms
- Advising our small charity regarding suitable e-learning tools and learning platforms
- Work with volunteers and staff to share principles of e-learning design to facilitate planning of future work

Person Specification

	Essential	Desirable
Skills, knowledge, and competencies	<ul style="list-style-type: none"> • Proven working experience in instructional design and with instructional technology • Excellent knowledge of learning theories and instructional design models • Lesson and curriculum planning skills • Knowledge and experience of E-Learning Design packages e.g. Articulate 360 • Basic programming knowledge • Solid knowledge of course development software e.g. Articulate and at least one Learning Management System eg Thinkific / Learnworld • Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard 	<ul style="list-style-type: none"> • Experience of project management • Experience of implementing learning platform from scratch • Experience of working with experts by experience in designing content • Knowledge of e-learning implementation and markets within the social care sector • Ability to write effective copy, instructional text, audio scripts/video scripts • Understanding of the principles of gamification to enhance the e-learning experience



www.include.org



<https://youtube.com/c/theincludechoir>



@includechoir



www.facebook.com/includechoir/



@includeorg

	<ul style="list-style-type: none"> • A can-do attitude and a creative approach to e-learning • Understanding of how visual elements and design enhance the learning process • An ability to convert learning goals into engaging , interactive content • A commitment to inclusive learning for all • Relevant BSc level qualification in instructional design, educational technology or equivalent 	
Personal Qualities	<ul style="list-style-type: none"> • Self-organising • Ability to take initiative and responsibility for your work • Exited by opportunity and development • A creative thinker • Strong organisational skills • Ability to understand/put yourself in the shoes of customers • Able to work flexibly and to multi-task • Ability to contribute effectively as part of a remote team • An inclusive attitude 	<ul style="list-style-type: none"> • Flexibility to alter work ratio according to priorities. • Pride in your work and willingness to take extra steps for the best result • Passionate about realising change

Further information

This is a short term flexible contract to be fulfilled by delivery of two e-learning packages and advice regarding appropriate platforms and resources. The time scale is negotiable but we anticipate minimum of 1-2 days work per week will be required. The amount of time needed to complete the projects will be negotiated at the outset and an appropriate contract provided.

The role will involve working from home at the present time. The charity is based in Redhill, Surrey – but we do not anticipate a need to travel. All liaison with the team will be through video conferencing.

You will be responsible with Her Majesty's Inspector for registration of taxes and declaration of all earnings from Include.org
Expenses for any travel required may be claimed, on agreement in advance with the senior staff team and Trustees



www.include.org



www.facebook.com/includechoir/



<https://youtube.com/c/theincludechoir>



[@includechoir](https://www.instagram.com/includechoir)



[@includeorg](https://twitter.com/includeorg)

If you are interested:

Please spend some time on our website – www.include.org or social media channels, getting to know **Include** and the work we do.

To apply, please send a covering letter/email outlining why you would like to join us, your experience and how you fit the person specification. This should be accompanied by an up-to-date CV.

If you have any queries, please email Alix Lewer at Alix.Lewer@include.org or call 07446 897835 for an informal chat.

Closing Date: 26th February 2021

Interviews (online) : w/c 8th March 2021



www.include.org



<https://youtube.com/c/theincludechoir>



@includechoir



www.facebook.com/includechoir/



@includeorg