



Junior Instructional Designer

JOB DESCRIPTION

Job Title: Junior Instructional Designer

Location: Cambridge CB22 3HJ

Annual Salary Range: £21,000 - £24,000 (prorata)

Job Type: 12 month fixed term contract - part-time (20 hours p.w.)

Hybrid / Remote working would be considered

Role Summary:

The main purpose of this role is to assist the Online Learning Team with the upgrading of course materials to fully interactive, adaptive elearning topics that include a variety of media and meet a range of learning needs and preferences.

Job Responsibilities:

- Adapt the content from written learning materials in pdf form into fully interactive elearning topics.
- Add/create audio/video/image content as required.
- Liaise with subject matter experts to ensure the accuracy of learning materials.
- Ensure that interactive topics follow the course specification.
- Ensure that interactive topics are accessible for a range of learning needs and preferences.
- Design and implement adaptive features that personalise the learning journey for learners throughout the course.

Knowledge/Experience required:

Essential

- Two/three years' experience of designing, building and maintaining interactive elearning courses using rapid authoring tools.
- Experience using a Moodle-based platform.
- Excellent editorial and writing skills with meticulous attention to detail.
- Experience following a specification to ensure learning content meets assessment objectives.
- Knowledge of and experience creating adaptive elearning features.
- Experience of creating multimedia content.
- Ability to follow house style and design templates.

- Excellent formatting skills and a good eye for design elements.
- Willing to maintain a high quality professional service, ensuring all work promotes NEC's aims and objectives.
- The vision to assist in the development of learning materials that support NEC's wider business plans.
- Team player and experienced remote worker – able to work and communicate effectively remotely whilst contributing to group projects and team aims.

Desirable

- Experience with h5p, Adapt and the Evolve authoring tool.
- Coding skills – CSS, HTML.
- Experience working with GCSE and A level academic learning materials.

Benefits

23 days annual holiday plus bank holidays (with additional 4 days during Xmas shutdown); healthcare; pension; group life scheme; employee discount on NEC courses and other training and development opportunities.

Working arrangements

Hybrid (mix of home and office based) - remote working will be considered.

Application

To apply, please email helen.smith@nec.ac.uk a CV together with a cover letter setting out:

- What appeals to you about the role?
- The fundamental skills and experience you would be able to bring to the role?
- Current salary?
- Notice period (if relevant)?
- If you live outside Cambridge, would working from the office at least 1 day per week be difficult for you?