



## Digital Learning Systems Coordinator (Part-time, 20 hours/week)

£25,000 pro rata | Hybrid | Flexible hours | Based in Cambridge and Hybrid

Are you looking to grow your digital learning skills in a friendly, purposeful environment? Join the **National Extension College (NEC)** – a not-for-profit online learning provider with a proud 60-year history of transforming lives through education.

We're looking for a **Digital Learning Systems Coordinator** to support and improve our Moodle-based learning platform (learn@nec), making sure it's accessible, secure, and easy to use for learners and tutors alike. This is a key hands-on role supporting students from all walks of life – including home educators, adult learners, and those returning to education.

You'll work closely with our editorial, IT, and course development teams to:

- Set up and maintain Moodle courses, user accounts, and permissions
- Troubleshoot issues and provide support to staff
- Upload and format course content, ensuring consistency and accessibility
- Help train colleagues and contribute to platform improvements
- Support NEC's mission to make education accessible to all

This role is ideal for someone technically confident, organised, and passionate about online education – especially if you're looking to build experience in a supportive, collaborative team.

We offer:

- A chance to make a difference in a meaningful sector
- A friendly, flexible working culture (including hybrid/remote working)
- Opportunities to develop your skills and grow your role over time
- Working for a charity committed to inclusion, quality and innovation in education

If you're excited about using your skills to support students and make online learning better, we'd love to hear from you.

**To apply please email [helen.smith@nec.ac.uk](mailto:helen.smith@nec.ac.uk)** enclosing your CV together with a cover letter. Please also complete an application form by clicking on this link: <https://forms.gle/FmwX4iuDV6sZ2boy8>

### Benefits:

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