

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 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.