



# Junior Instructional Designer

**Cambridge CB22 3HJ**

**Freelance temporary contract - 12 months**

**Remuneration: 20 hours per week - £13.45 per hour**

**Self employed to work remotely**

*Are you a freelance consultant and looking for additional work alongside other work or personal commitments on a self employed basis?*

The National Extension College (NEC) is an educational charity based on the outskirts of Cambridge, which is part of the Open School Trust. NEC has provided tutor-supported home study courses directly to learners for over 60 years, and also publishes learning resources for colleges and training providers delivering blended learning programmes for public and private sector organisations. Our mission is simple: NEC seeks to widen learning opportunities for learners who want flexible delivery of excellent and innovative courses and our staff are inspired and motivated by this mission.

## **Job Purpose**

The main purpose of this contract 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.

## **Provision of services**

- 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.

### **Application**

Freelance consultants need only apply - please email [helen.smith@nec.ac.uk](mailto:helen.smith@nec.ac.uk) a CV together with a cover statement highlighting what appeals to you about this freelance project work and the fundamental skills and experience you would be able to bring to the role.