Role Title	Digital Learning Lead			Ref No		**FCDO Services**
Job Family	Human Resources	Sub Category	Human Resources	Grade	C4	
Behaviours	• Communicating and Influencing	• Working Together		• Delivering at Pace		
Purpose	To be responsible for cross-organisational scoping, development, roll-out and maintenance of professional digital learning content, reaching all audiences globally. The key focus is to ensure the creation of high quality, engaging learning, following adult-learning best practice principles and to continually improve the user experience of all digital learning.					

Key Accountabilities

- Work with the wider team to develop and deliver digital learning for the organisation, making the very most of the widest range of affordable learning technologies and tools.
- Work alongside SMEs from across the organisation to produce, deliver and source high quality digital learning interventions to deadline, which meets business needs and demonstrates ROI.
- Be the organisation's SME on all aspects of digital learning technologies, including a learning experience platform, and provide expertise on how best to make our learning impactful and accessible to our global audience.

- By understanding the nature of our secure IT platform, adapt or adopt the latest developments in learning technologies to ensure that our digital learning follows best practice, uses the available and affordable technologies and is Hera-compatible.
- Act as the T&D team lead on ensuring that our learning and associated materials and documents are fully accessible and produced in alignment with our Diversity & Inclusion Strategy.
- Ensure that all digital learning is of a high quality, and complies with organisational branding principles.

- For face-to-face learning, work with suppliers and T&D Business Partners to make the most of virtual delivery methods and functionality (e.g. MS Teams) when required.
- Source and manage supplier and partners to enhance learning technologies

Authority and Scope

- Ensure workload is effectively prioritised and managed, all relevant policies and processes are followed and SLAs are met.
- Select appropriate digital learning tools and functionality that meet the needs of the organisation.
- Operate within organisational, project and T&D budgets.

Internal and External Communications

- Work closely with teams and SMEs across the organisation, identifying and refining requirements, and providing considered options for how best to deliver impactful learning.
- Work with T&D Business Partners to ensure alignment on projects and priorities.
- Keep up to date with external learning technology best practice and suppliers, including civil service HR products.

Potential Next Career Moves

Skills

- Stakeholder management
- Training design
- Customer/Supplier Relationships management
- Project Management

Qualifications, Knowledge and Experience

Essential
- Demonstrable understanding of digital adult learning theory.
- Advanced technical experience with eLearning authoring software (and similar tools), and the ability to learn new software as appropriate.
- Past record of designing engaging digital learning content
- Previous experience of embedding digital and micro-learning into an organisation
- Past record of ability to take responsibility, operating under own initiative and delivering results to time and quality

Desirable
- CIPD or relevant learning and development qualification
- A knowledge of the civil service, and in particular the challenges faced by Trading Funds.