



Role Description

Job Title:	Digital Learning Manager
Reports to:	Director of Education Training and Events
Line reports:	None
Department:	Education, Training and Events
Contract terms:	Full-time, fixed-term (3 years)
Salary	£44,727 - £47,568
Location:	London-based, with hybrid working

The Royal College of Ophthalmologists (RCOphth) is a membership organisation and the voice of the profession, with over 4,000 members in the UK and overseas. Our role is to champion the specialty, set standards of training and practice, support the personal and professional development of our members and influence change to make a difference to the lives of patients with eye conditions.

Main purpose

The RCOphth provides education, support and professional development for ophthalmologists of all grades and across all of their roles. It also contributes to education in eye care and ophthalmology for undergraduate medical students and practitioners in other medical specialties and ophthalmic professions. The RCOphth aims for all its audiences to be able to access the ophthalmology education they need, when and where they want it, and in the form most appropriate for the learner and the learning material.

This role is an exciting new opportunity for you to play a leading part in the development and delivery of our digital learning provision.

You will work closely with colleagues and editors/co-editors to ensure that this membership benefit is valued by the membership and external audiences and their experience when using the platform is optimised.

Key responsibilities

- Management of the INSPIRE digital learning platform (Brightspace)
- Work with Editors, Co-Editors, Instructors and Contributors on the production of high-quality digital learning materials in terms of content, level and educational rigour
- Increase learner engagement and satisfaction
- Develop mechanism to sell INSPIRE to non-members in the UK and the overseas market
- Contribute to the development and maintenance of the RCOphth Digital Learning strategy

INSPIRE Platform

- Provide a skilled helpdesk service to users. This can involve talking users through how to use the platform, and sometimes dealing with difficult technical enquiries that require explanations to non-technical users.
- Manage the progression of materials through the necessary stages of creation and development and ensuring that materials are uploaded onto INSPIRE in a timely manner.
- Develop the functionality of the platform and managing its interaction with other software such as the membership database and collection of payments.

Editors/Co-Editors/Instructors/Contributors

- Provide support to Editors and Co-Editors in loading resources onto the INSPIRE platform and integrating them to create learning materials. This will entail formatting and editing text, images and video for house style and grammar whilst maintaining medical/scientific accuracy.
- Checking consent and clearing copyright/licensing permissions for materials used in INSPIRE.
- Organising Editor and Co-Editor meetings and workshops.
- Create mechanisms to obtain user feedback on learning materials and evaluate the platform to direct change.

Communications/Liaison

- Liaise with internal colleagues in the Department, the Communications Team and external stakeholders in relation to the development and promotion of online resources.
- Liaising with College staff from other departments about current and future projects that require support from INSPIRE or will generate learning materials for the platform.
- Liaise with those organising and delivering courses and webinars to record presentations, select and upload materials, and create specific learning pathways for delegates.
- Work with the Education Co-ordinator to design and produce promotional materials for resources.
- Work with e-Learning for Health (e-LfH) on the materials that the College has on that platform and integrate materials onto INSPIRE. This includes attending the Content Provider Group meetings of which this College is a member as well as other meetings as appropriate.
- Create, recruit to and support a Digital Learning Editorial Board which will be responsible, with other stakeholders, for ensuring materials are up-to-date and quality assured for 100% accuracy. Once in place, be the staff contact responsible for the effective running of the Board and relevant processes.
- Be a member of and contribute to the INSPIRE Group (operational group of largely staff) and Digital Learning Subcommittee (members and staff).
- Undertake any other duties related to the job purpose which may be necessary in the work of the team.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the job holder.

Inclusion and Diversity statement

RCOphth is committed to encouraging inclusion, equality and diversity among our staff, and eliminating unlawful discrimination, harassment and victimisation by complying with the Equality Act 2010. We want a working environment where individual differences and the contributions of all staff are recognised and valued. To do this, we will proactively tackle discrimination and disadvantage and ensure that no individual or group is directly or indirectly discriminated against for any reason. We expect all employees to champion and live our values through their work at every opportunity.

Our values are:

Inclusion

- ✓ actively welcoming a diversity of experiences and perspectives
- ✓ everyone being respected and encouraged to participate regardless of their background or role

Integrity

- ✓ being open and honest, demonstrating accountability in all its work
- ✓ evidenced-based and transparent decision-making, utilising a range of data, information, expertise and experience

Innovation

- ✓ creating novel opportunities to advance and deliver on its aims, anticipating changing circumstances
- ✓ actively welcoming fresh ideas and approaches
- ✓ fostering a climate of ambition and excellence drawing on expertise from across the College's communities

Improvement

- ✓ being a learning organisation, reflecting on both successes and mistakes
- ✓ continuous and sustainable development across all its activities

Person specification

Knowledge, Qualifications and Experience	<ul style="list-style-type: none"> • Significant experience working with digital learning, delivered via an online learning platform (such as Brightspace)
	<ul style="list-style-type: none"> • Experience in proofreading and copyediting scientific and clinical documents to strict standards
	<ul style="list-style-type: none"> • Experience of multitasking in a busy role with competing demands and deadlines
	<ul style="list-style-type: none"> • Experience of working independently and autonomously to meet objectives
	<ul style="list-style-type: none"> • Experience of dealing with enquiries from users, including those with limited technical knowledge
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication skills both written and verbal
	<ul style="list-style-type: none"> • Ability to work and communicate effectively with a wide range of stakeholders
	<ul style="list-style-type: none"> • Work with a strong focus on quality of service
	<ul style="list-style-type: none"> • Exercises tact and diplomacy
	<ul style="list-style-type: none"> • Demonstrates a flexible and adaptable approach to work
Personal Qualities (Attributes)	<ul style="list-style-type: none"> • Close attention to detail
	<ul style="list-style-type: none"> • Commitment to equity, diversity and inclusion with an understanding of how this applies to own area of work
	<ul style="list-style-type: none"> • Committed to own continuing professional development
	<ul style="list-style-type: none"> • Solution orientated with a drive to find opportunities for improvement and innovation

Staff benefits

We offer a friendly and supportive working environment and make sure our employees are well looked after with a great benefits package, which includes:

Work life balance and family friendly benefits:

- Hybrid working (2 days in the office, 3 from home)
- 25 days of annual leave, increasing to 30 days with length of service (plus bank holidays and office closure between Christmas and New Year)
- One day of paid leave to move house
- Enhanced parental leave

Planning for your future:

- Employer pension contributions are double the employees, up to a maximum employer contribution of 12%.
- Life assurance of 4x of base salary

Career development:

- All staff are offered opportunities for learning and development, in addition to a comprehensive e-learning package
- Study loans

Travel:

- Season ticket loan
- Cycle to work scheme

Wellbeing:

- Summer Fridays (staff can finish 90 minutes early from mid-July to the end of August)
- Enhanced Employee Assistance Programme (with access to free counselling sessions)
- Health Cash Plan

How to apply

Please submit your CV and a covering letter (maximum 2-pages) to staff.vacancies@rcophth.ac.uk. The cover letter must explain what makes you suitable for the role. Please use the Job Description for reference.

Interviews will be held at our office in Euston on **17 June**. Please indicate if you are likely to need any reasonable adjustments to successfully complete this interview.

Applicants must already have the right to work within the UK without restriction. Only shortlisted candidates will be contacted.

The closing date for applications is **9 June**.