

Person Specification: Programme Coordinator, Technology-Enhanced Learning

Requirement	Essential	Desirable
Qualifications	Undergraduate degree	Qualification in Technology Enhanced Learning
Knowledge	A demonstrable interest in international development Knowledge of learning theory and online learning pedagogies	An interest in higher education, research communication, governance and policymaking
Skills	Excellent writing skills and ability to develop high quality learning materials for a range of audiences Ability to present content and learning activities in a clear and engaging manner using digital technology Online facilitation skills (incl. online courses, e-workshop, webinars) Ability to prioritise work across projects, and to manage work on projects with different timelines Good interpersonal and communication skills including presentations and writing reports.	
Experience	At least 3 years of experience in a Technology Enhanced Learning role in the context of adult learning Experience of using learning design to plan for high quality learning experience online and offline Experience of using Moodle and other digital packages (e.g. G Suite) to create high quality learning experiences Experience of using videoconferencing software (e.g. Zoom or BigBlueButton) to run online events and e-workshops Experience of supporting others in the use of Moodle and in the selection of other digital tools (e.g. Padlet, mentimeter) that can facilitate learning Experience of coordinating digital learning projects from inception to implementation Experience of working with people from different cultures and backgrounds.	An understanding of and some experience working in the international development sector. Experience of working as part of a virtual team
Attributes	Passionate about online learning and able to inspire others with energy, confidence and enthusiasm Team-player, committed to participatory approaches to online course design Attention to detail and a commitment to the quality of outputs. Commitment to INASP's values: In it together; Making change last; Every voice counts; Doing things right	
Other	Willingness to travel (up to 35 days per year) to developing countries and within the UK.	