Person Specification: Digital Learning Coordinator

Requirement	Essential	Desirable
Qualifications	Undergraduate degree	Qualification in digital/online learning
Knowledge	Knowledge of learning theory and online learning pedagogies A demonstrable interest in Global South research and higher education contexts	A demonstrable knowledge of Global South research and education contexts
Skills	Ability to design and develop engaging online learning activities and programmes for adult learners Excellent writing skills and ability to structure and communicate complex information and content 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, particularly when working with colleagues for whom English is a second language	Ability to design and structure effective learning activities within a Moodle course environment.
Experience	Demonstrable experience in a digital learning role in the context of adult learning Experience of using instructional design methods to plan and deliver high quality online learning experiences – such as identifying learning outcomes, aligning activities and assessments, and structuring learning content to support learner engagement Experience of using Moodle and other digital tools to create high quality learning experiences, and supporting others to use them 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 Collaborative and committed to participatory approaches to online instructional design methods, but also able to take decisions and identify a clear way forward for the team when required Well organised, able to manage work and deliverables on multiple parallel projects	

	Attention to detail and a commitment to the quality of outputs.	
	Creates and contributes to positive and supportive working relationships with all staff, Associates and partners	
	Flexible and positive approach to change and a willingness to adapt to respond to changing contexts and external demands	
	Sensitivity to the perspectives and experiences of individuals from other countries and cultures	
	Commitment to learning and to sharing learning	
	Commitment to INASP's values: In it together; Making change last; Every voice counts; Doing things right	
Other	Willingness to travel occasionally (up to 20 days per year) domestically or internationally	