ROLE PROFILE

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| Title | Y.O.D.A Instructional Designer / eLearning Developer | | |
| Functional Area | Learning & Development | | |
| Reports to | Y.O.D.A Learning and Development Manager | | |
| Location | Location: Flexible Location – Country/Regional Office-based or based at Global Hub, Woking, UK. Employees may be based at a location where Plan International has a legal entity and the employee has the pre-existing right to live and work. | Travel required | No |
| Effective Date | August 2021 | Grade | 4  Employment terms and salary will be based on local conditions.  1 year fixed term |

role PURPOSE

Plan International is an independent children’s rights and humanitarian organisation committed to children living a life free of poverty, violence and injustice.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children’s and young people’s lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 75 years and are now active in more than 70 countries.

Through Programme Y.O.D.A (Your Organisation’s Data and Analytics) we will change our Enterprise Resource Planning (ERP) solution; revise our processes and working practices in relation to Finance, Grants, Programmes & Projects and Supply Chain; and develop a new Project Management and Monitoring, Evaluation, Research and Learning (PMERL) solution.

Our new ERP solution will strengthen our business processes, leading to a more data-driven and transparent organisation, which in turn will make us more efficient and sustainable. Our PMERL solution will enable us to use data-driven insights to design, deliver and evaluate gender-transformative programmes and influencing, so we can reach 100 million girls. Together, they will help us understand the cost and impact of our projects, so we can make more informed decisions as we deliver our global strategy. Y.O.D.A training will enable staff to be able to use the new ERP and PMERL systems and to consistently apply relevant processes and procedures.

We are taking a virtual approach to the training deployment. Training input is predominantly self-paced, ensuring that learners are confident regarding relevant policies, procedures and processes, in addition to becoming familiar with new Y.O.D.A systems. We then move into a task-based phase, where learners are asked to practise and demonstrate competence in the Y.O.D.A systems training environment, supported by a team of facilitators.

We wish to recruit an instructional designer / eLearning developer to work on the Y.O.D.A self-paced learning materials.

Dimensions of the Role

We are looking for a creative instructional designer / eLearning developer , able to create engaging self-paced learning which captures and retains learner interest where the complex subject matter focuses on processes and systems.

Part of the role requires the development of standard learning activities, where the approach and format are repeated across various modules. In addition, we are looking for the successful candidate to add value, using his/her expertise and experience to propose new activity types and better ways of working.

The successful candidate will be an experienced instructional designer, skilled at working with subject matter experts (SMEs) and crafting source content into clear, concise, engaging storyboards, meeting agreed learning objectives. He/she will also be required to develop videos and interactive online activities in Totara, our learning management system (LMS), which is integrated with H5P. The designer/developer will be able to create visually engaging learning content meeting Plan International branding guidelines.

System simulations for Y.O.D.A Training will be developed using Captivate. While we are interested in skilled Articulate/Captivate developers, our primary need is for excellent instructional design skills, supplemented by the ability to build modules from storyboard, using agreed tools, to be published in Totara.

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All learning materials will be created in English, French and Spanish. (Translated text will be provided by translators.)

The instructional designer/ eLearning developer will load learning content to Totara and ensure learning works on the LMS. . Most LMS administration is undertaken by our Y.O.D.A L&D Administrator.

accountabilities

* Liaise with subject matter experts to advise on the creation of interactive learning from SMEs’ source content
* Do the instructional design of modules to create engaging learning, meeting agreed learning objectives
* Develop engaging self-paced learning (including video, Totara, H5P) and assessments, to be delivered to the learner via Totara
* Do detailed planning of system simulations and edit Captivate Show Me, Try It and Test Me simulations developed by others
* Localise training materials so that all materials are available in English, French and Spanish (individual activities, and courses on the LMS)
* Review and edit learning materials created by others to ensure accuracy, engagement and consistency (potentially including simple video editing, enhancement of graphics, additional interactivity, sub-titling)
* Share expertise with and support colleagues so that others improve their ability to create engaging online activities

**Safeguarding Children and Young People and Gender Equality and Inclusion**

Ensure that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy

Key relationships

* Y.O.D.A Learning & Development Manager, Adviser and Co-ordinator
* Functional subject matter experts and system specialists (Y.O.D.A)
* Y.O.D.A Programme/Project Team
* Other L&D Team members

Technical expertise, skills and knowledge

**Essential knowledge, skills and experience**

* Experience in working with subject matter experts to create relevant and engaging learning
* Instructional design skills (i.e. the ability todesign and storyboard engaging learning, using a variety of media, to meet agreed learning objectives)
* Experience of creating engaging interactive eLearning for a learning management system (LMS)
* Expertise and experience in using Adobe Captivate, Articulate Storyline or another similar eLearning development tool to develop engaging online learning
* Ability to edit audio
* Ability to do simple video editing
* Ability to create visually engaging designs within Plan International branding guidelines
* Ability to create and edit graphics for use within self-paced learning
* Strong communication skills, both in written and spoken English communications, with accurate, grammatical written English
* Ability to work quickly, accurately and independently, with minimal need for others to review
* Organisational skills, with the ability to manage multiple priorities
* Working level of competency in MS Office (particularly Word, PowerPoint and Excel)
* Awareness and experience of working with other cultures
* Awareness of the constraints facing many of the users of Plan International self-paced learning (e.g. poor connectivity) and ideas for addressing these issues
* Ability to independently localise training materials using translations provided (French and Spanish)Ability to apply diversity and inclusion principles within training

**Desired knowledge, skills and experience**

* Creativity – with the desire and ability to create interesting and effective learning activity types using the tools available
* Experience of using Adobe Captivate or Articulate Storyline to develop Show Me / Try It / Test Me system simulations
* Ability to use Powerpoint graphics and animations to create engaging Powerpoint-based videos
* Ability to create engaging animated videos using tools such as Vyond, Videoscribe and Powtoon
* Awareness of the importance of and issues relating to the sustainability of learning materials which may be updated by others
* Html ability
* Ability to read and speak French and Spanish
* Ability to read additional (non-core) languages (e.g. Portuguese, Arabic)
* Experience of working in the international non-government organisation (NGO) or Not for Profit sector
* Willingness to work flexibly when big deadlines are approaching to ensure that we launch according to plan

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

Typical office environment / Working from home (strong internet connection required)

Level of contact with children

Low contact: No contact or very low frequency of interaction