

Chartered Banker

The Chartered Banker Institute is the only professional banking institute in the UK. We are an educational charity, established by Royal Charter. We are the only body in the world able to confer the status of Chartered Banker to suitably qualified individuals. Throughout our existence we have driven an agenda of ethical professionalism. We are committed to promoting professional standards for bankers, providing professional qualifications for retail, commercial and private bankers in the UK and overseas, and offering professional membership to qualified individuals. www.charteredbanker.com

ROLE PROFILE

Job Title:	E-Learning Designer – 3 month fixed-term contract
Reports To:	Learning Resource Manager
Hours:	Full time – 35 hours per week
Location:	Edinburgh office or home based.
Salary:	£25,000 plus the Institute's benefits, to include: <ul style="list-style-type: none">○ 15% pension contribution of £3,750 (with a cash option)○ 27 days holiday plus 9 x UK public holidays

Job Purpose:

The E-Learning Designer will design and implement learning resources to support achievement of Institute qualifications and continuing personal and professional development for members. Working closely with the Institute's E-Learning Designer, the main aim of this role is to collaborate with Qualification Managers and other stakeholders to focus on developing digital learning solutions that engage learners and optimise their learning experience.

Duties & Responsibilities:

- Design, develop and implement interactive, engaging and effective learner-centered learning solutions from content provided by subject matter experts.
- Review content against module specifications and identify specific learning objectives for learning solutions that support qualification learning outcomes.
- Create and implement e-learning modules and courses with integrated formative assessment to assess performance against specific learning objectives.
- Collaborate with colleagues on the development of custom, branded templates that include common design elements and interactivity.
- Create imaginative, branded documents and support materials, including the production of study guides and resources in print, online, audio and visual formats.
- Write transcripts of learning content.
- Develop graphics and house-style templates for use in communications and training deliverables.
- Liaise with learning partners and corporate clients as appropriate on technical matters, in-house testing, delivery and the production of management information.
- Monitor and report on usage, completion, pass rates and user experience.

- Maintain a focus on delivering excellent customer service within set timescales.
- Maintain knowledge of e-learning trends and share with colleagues to enhance team knowledge and skills.
- Provide regular updates to the Learning Resource Manager and other internal and external stakeholders when required.

Qualifications, Skills & Experience:

The job holder requires to have:

- Previous experience in developing e-learning and other digital learning resources, or equivalent knowledge gained from a relevant degree
- An ability to adapt to using a range of e-learning software and learning management systems, including Unicorn (desirable) and Evolve.
- Knowledge of content packaging formats, including SCORM, for delivery on learning management systems
- An ability to develop creative images to support the learning of technical concepts
- A sound knowledge of adult learning and assessment methodologies
- Knowledge of the banking and financial services industry (*desirable*)
- Experience of working in project teams
- Competence in the use of Microsoft Office.

Person Specification

Champions our Core Values by demonstrating:

- **Excellence** – ability to manage a diverse workload and prioritise accordingly. Strong attention to detail and accuracy and consistently produces a high standard and volume of work within agreed timescales.
- **Innovation** – strong ability to problem solve and troubleshoot. Adopts a constructive and positive approach to influence others.
- **Integrity** – Is self-motivated, with proven ability to work effectively under time constraints. Can prioritise and organise own workflow on a daily basis and determine when it is appropriate to seek direction.
- **Collaboration** – excellent communicator with a proven ability to build, maintain and influence effective relationships with colleagues and stakeholders. Competent in responding proactively to direction from colleagues in the immediate and wider teams.

Please send your CV and covering letter to recruitment@charteredbanker.com

Closing date for all applications is Friday 1st June at 5pm.

*****Interviews will take place on Tuesday 12th June 2018*****