

Job Advert Copy – E-Learning Manager

Backstage Academy is uniquely positioned right at the heart of Production Park, Europe's leading Live Industry destination. We provide the best possible training for the live events sector, with fantastic industry links and state-of-the-art production facilities.

As a privately funded organisation, we bridge the gap between industry and education, working closely with leading professionals to respond quickly to current skills shortages and write training programmes in line with specific demands. We provide relevant, up-to-date training so that students get a real taste for what life is like in the backstage entertainment industry, with a focus on employability.

At Backstage Academy, you don't just **learn it. You **live** it.**

The Role

As the E-Learning Manager, you will have the opportunity to lead on the creation and development of Backstage Academy's E-Learning platform and drive its growth to serve the live events and creative industries.

You will be responsible for full project management, from storyboarding through to delivering the end product, utilising the in-house product and studio specialists as well as freelancers.

You'll be a high-energy self-starter who loves a challenge in a fast-paced performance-driven organisation that's determined to be the world leader in live events education.

We ensure the success of our courses through constant meaningful collaboration with the wider creative industries, on Production Park - **#Where Live Industry Lives**

For more information on Backstage Academy - <https://www.backstage-academy.co.uk>

Closing Date for Applications – 09:00 01/09/21

Interviews will be arranged for early Sept

Benefits of joining the Backstage Academy team:

- 25 days holiday + Bank Holidays
- Pension
- Life Assurance
- Employee Lunches provided
- Voluntary Health Cash Plan
- Employee Assistance Programme (24/7 mental health & wellbeing support, financial advice & legal information, childcare support & family issues advice etc.)
- Free car parking
- Cycle to work scheme
- Staff development and training opportunities

Backstage Academy	Job Description
POST TITLE: E-Learning Manager (1 FTE)	REFERENCE: BSA2021 - 62
AREA OF WORK: Backstage Academy	DATE COMPILED: July 2021
SALARY RANGE: £33,000-£36,000 (Dependant on experience)	HOURS PER WEEK: 40 Hrs
PROBATION PERIOD: 10 Months	STANDARD WORKING HOURS: 08:30-17:30 Monday – Friday (Occasional weekend and evening work will be required)
NOTICE PERIOD: 3 Months	START DATE: ASAP
HOLIDAY ENTITLEMENT: 25 days & Bank Holidays	END DATE (If applicable): N/A
FIXED TERM or PERMANENT CONTRACT: Permanent	
IMMEDIATE LINE MANAGER: Head of Professional Training	
DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER: None	
<p>JOB PURPOSE:</p> <p>As the E-Learning Manager, you will have the opportunity to lead on the creation and development of Backstage Academy's E-Learning platform and drive its growth to serve the live events and creative industries.</p> <p>You will be responsible for full project management, from storyboarding through to delivering the end product, utilising the in-house product and studio specialists as well as freelancers.</p> <p>You'll be a high-energy self-starter who loves a challenge in a fast-paced performance-driven organisation that's determined to be the world leader in live events education.</p>	
<p>PRINCIPAL DUTIES AND RESPONSIBILITIES:</p> <p>Within the scope of the above job purpose:</p> <p>Main Responsibilities (in collaboration with the Head of Professional Training and other colleagues):</p>	

- Lead the development, operation and administration of the Backstage Academy e-learning platform.
- Build an e-learning environment which gives customers an unrivalled user experience and drives revenue.
- Coordinate the e-learning studio production team (videographer & animator) to create unrivalled e-learning content for learning and assessment.
- Manage and deliver multiple digital design and development projects.
- Design and deliver e-learning courses, workshops and other virtual learning events that reach a wide audience across the industry.
- Assess the success of development plans and help delegates make the most of e-learning access.
- Administration of the e-learning platform including uploading users, managing courses and reporting on platform activity.
- Promote training initiatives through the e-learning platform using a variety of methods that inspire people to learn and grow.
- Evaluate learning initiatives and create reports and statistics that assist decision-making regarding future training / learning and development provision.
- Work with internal and external partners to create effective e-learning solutions that support business objectives.
- Work within an agreed budget and maintain a responsible approach to managing expenditure aiming at value for money without sacrificing quality.
- Proactively manage projects and act as a central point of contact for directors, and production team members throughout the project lifecycle.
- Maintain detailed records of the progress of current projects.
- Any other reasonable duties as required by the Head of Professional Training.

SPECIAL REQUIREMENTS

The post-holder will be expected to work evenings and weekends when required, with time off in lieu.

All staff are expected to comply with Backstage Academy's Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Backstage Academy		Person Specification	
Post Title: E-Learning Manager		Reference: BSA2021- 62	
Area of Work: Backstage Academy			
Attributes	Essential	Desirable	Assessed at Application (A) or Interview (I)
Knowledge			
In depth understanding of crafting educational content for e-learning	X		(A, I)
Understanding of the live events industry		X	(A, I)
IT Literate (MS Office, emails, internet & social media use)	X		(A, I)
Organisational and personal skills			
Ability to work autonomously (with direction)	X		(A, I)
Exceptional eye for detail	X		(A, I)
A friendly professional manner and appearance	X		(A, I)
Excellent presentation skills.	X		(A, I)
Proactive approach to problem solving.	X		(A, I)
Self-motivated, ambitious and results orientated with an ability to thrive under pressure	X		(A, I)
Strong interpersonal skills and experience of dealing directly with a wide variety of people.	X		(A, I)
Flexible approach to working, excellent time management skills.	X		(A, I)
Ability to work independently, as well as in a team.	X		(A, I)
Positive attitude and an eagerness to learn	X		(A, I)
Considerable personal initiative, professional approach and judgement in interpreting course of action and setting priorities	X		(A, I)
Ability to provide leadership in the area of logistical and administrative support.	X		(A, I)
Demonstrable commitment to developing new skills and personal professional development	X		(A, I)

Qualifications			
Educated to degree level		X	A
Full driving license		X	A
Experience			
Experience in the design and delivery of e-learning content.	X		(A, I)
Proven track record of project management within the e-learning industry or equivalent	X		(A, I)
Experience of online learning, learning management systems or virtual learning environments	X		(A, I)
Previously has management-level responsibility in a product development/digital production environment within the online or e-learning sector		X	(A, I)
Experience of line management		X	A
Experience with CRM and CMS systems	X		(A, I)
Experience with the Adobe Creative Suite		X	(A, I)

This is a description of the role requirements as it is presently constituted. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.