

**JOB TITLE:** Instructional Designer

**LOCATION:** Henley-on-Thames or London (agile working accepted)

**REPORTS TO:** Head of Client Learning and Development

**UPDATED ON:** July 2021

## WHO ARE WE?

Moving Ahead is a social impact organisation specialising in improving workplace diversity and inclusion in three ways: mentoring, development sessions and programmes, and consultancy. Everything we do is underpinned by robust research and powerful storytelling. We work cross-company, cross-sector and also cross-diversity strand, from gender and ethnicity to thinking and learning styles, and socio-economic background. To date, we have reached more than 35,000 individuals across more than 300 organisations.

With the support of our founding partner, Ricoh UK, we work as a team of global mentoring and development experts supported by first-class programme managers, researchers, and communications experts.

## JOB PURPOSE:

To manage the design and delivery of programmes and products, whilst creating relationships with the independent Consultants and Speakers to ensure world class programmes are delivered which meet the needs of the cross-company programme and achieves our growth, our programme and our mission.

## SCOPE:

- ▶ Freelance, contract role, 2 days a week
- ▶ Working directly with clients and closely with Client Delivery team
- ▶ Conduct thorough needs assessment with our clients and project team to create bespoke curriculum weaving in programme goals and vision, then translating to course level content development for varying modalities
- ▶ Leveraging ADDIE model, ownership and project management of full learning development lifecycle for next and existing programmes
- ▶ Delivery modalities include face-to-face, blended, and virtual live. No e-learning at this time.



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## KEY ACCOUNTABILITIES:

Leadership of flagship relationship management

- ▶ Design programme content that meets cross-company and internal programme objectives and Moving Ahead best practice
  - ▶ Provide learning design expertise for the analysis, development and implementation of learning solutions to agreed time, budget, and quality standards.
  - ▶ Content design and creation; translate strategic ideas for new products / programmes into content development to create high impact development solutions
  - ▶ Create clear learning objectives and outcomes for each session that can be tied to robust evaluation
  - ▶ Keep connected to the Research and Insights Lead to bring insights from programmes into new learning journey's
  - ▶ Work closely with the programme team to tailor learning programmes for client needs, culture along with regional or industry specific requirements
  - ▶ Research and utilise leading-edge learning theories and principles, translate programme needs into engaging and impactful learning experiences
  - ▶ Work closely with the consultant group as SMEs to bring their ideas, approaches and expertise into programmes
- Design and develop themes for keynote speaker engagement to align with the broader programme content
- ▶ Continually checking, challenging and adapting programmes in response to feedback ensuring world class standards are maintained.
  - ▶ To remain abreast of the latest knowledge in the field of Diversity, Equity, and Inclusion as well as mentoring

## PROJECT MANAGEMENT:

- ▶ Project manage the design, development and delivery of new and existing learning products.
- ▶ Coordinate with internal and external stakeholders to create efficient and productive ways of working to develop and produce the learning programmes.
- ▶ Drive effective project management methodology to deliver projects within the required time frame, and appropriately manage risks.
- ▶ Managing multiple large projects at a time

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- ▶ 5+ years instructional design experience with varied modalities, or less with industry certification
- ▶ 3+ years project management experience
- ▶ Ability to build and maintain relationships with clients, consultants and speakers
- ▶ Knowledgeable about Diversity, Equity, and Inclusion field and mentoring. Remains up-to-date in this field
- ▶ Outstanding communication skills, verbal and written, with experience in delivery to diverse audiences



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- ▶ Experience within the field of people and development
- ▶ Understanding of identifying, developing and implementing learning and development solutions with clear outcomes and measures
- ▶ Outstanding project management skills and ability to work across multiple projects simultaneously
- ▶ Collaborative
- ▶ Agile
- ▶ Team worker
- ▶ Positive and enthusiastic
- ▶ Experience of managing remotely external partners/consultants
- ▶ Ideally relevant qualifications in facilitation, mentoring and/or coaching

## VALUES

- ▶ Leading Myself – take personal responsibility for bringing our best and whole selves to work
- ▶ Working Together – work together to make great things happen for our organization, our clients and our mission
- ▶ Doing the Right Thing – honest, trustworthy and act with integrity in everything we do
- ▶ World Class Delivery - deliver high quality work, every time – internally and externally
- ▶ Future Focus – go beyond the tried and tested, embracing new things



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