Digital Learning Project Manager

Job purpose:

To play a key role in helping the Law Society deliver the L&D strategy for its members by ensuring a diverse content portfolio is delivered within budget, on schedule and to the appropriate quality and learning design standards.

Key Accountabilities:

- Lead on the development of specific content portfolios and learning pathways by identifying opportunities for new content, courses and curriculum coverage areas, in conjunction with the Digital Learning Content Lead, and with appropriate guidance from the L&D Steering Group
- Responsible for submitting proposals which clearly articulate educational rationales, market research and commercial potential. This will involve close working with the Steering Group, other business units and (where appropriate) external partners
- Work autonomously on range of portfolio management activities including product development, budget management, managing the content pipeline and release management for non-accreditations digital education content
- Oversee the management of a back catalogue of content builds to fulfil the team's strategic and commercial objectives
- Utilise deep knowledge of key pedagogical frameworks within digital education, and apply them to digital learning environments and a diverse array of professional learning contexts
- Demonstrable commitment to continuous improvement and innovation, especially ongoing enhancement to business processes and use of learning analytics
- Actively create and autonomously manage effective collaborations with faculty and subject matter experts in an informed and confident manner to fulfil educational and business targets for the content portfolio. This will involve supporting recruitment, training and onboarding in conjunction with the L&D Steering Group and Faculty, with appropriate input from the Digital Learning Content Lead.
- Lead on and oversee the issue of contracts and framework agreements with contributors. Responsible for reporting on performance against agreed contractual terms with contributors, with input from the from the L&D Editors
- Monitor trends in members queries and apply appropriate enhancements to the portfolio on the back of them to continuously improve the offer
- Work collaboratively with the Digital Learning Content Lead, Digital Learning Operations Lead ,marketing and other key stakeholders to ensure marketing campaigns are released in a consistent and timely manner
- Work effectively with colleagues in marketing to share product knowledge to ensure effective promotion strategies are adopted for the portfolio

- Closely monitor performance against budget in the production of courses, consistently reviewing commercial performance post-release.
- Lead on commissioning and release management processes for content items and products within the portfolio. This will entail adhering to and improving release management processes, scheduling and chairing release management meetings, and ensuring products meet core release criteria (commercial, technical, accessibility etc).
- Contribute to the overall standard of non-accreditation digital education content by ensuring consistent application of agreed quality measures
- Responsible for providing administrative support to the Head of L&D to coordinate and run the L&D Steering Group meetings.

Knowledge, skills and experience

Essential
1. Degree level thinking
2. Demonstrable experience in commissioning digital learning
3. Ability to research, analyse and evaluate complex issues and assess their implications for the profession and Law Society, and make decisions and recommendations accordingly
4. Knowledge of instructional design and best practice in digital education pedagogy

5. Able to successfully work on multiple courses at the same time, delivering each course on time and to a high standard
6. Able to effectively plan the end-to-end delivery of courses
7. Ability to communicate effectively with people at all levels, internal and external to the organisation
8. IT literacy, including all Microsoft Office packages and experience of working with web-based products
9. Commercial awareness and an ability to identify new commercial opportunities
10. Able to manage own wellbeing during busy and stressful periods of work, with the support of the Law Society as appropriate.
11. Ability to adapt to different ways of working, with an emphasis on Agile methodologies
12. Strong analytical and planning skills

Desirable

- Experience of working in a membership organisation
- Knowledge and understanding of the legal profession and the legal market

Planning & Organising	Organisation Chart

Location: 113 Chancery Lane