

Junior Learning Designer

Job purpose:

To support the delivery and technical build of learning content for products and services across the Law Society's digital education portfolio.

Key Accountabilities:

- Work effectively with the L&D team and relevant functions across the Law Society to bring best-in-class learning design principles to our digital education outputs.
- Support the technical build of content, collaborating well with colleagues to enhance the storyboarding and templating processes, and translating these into digital outputs.
- Apply a good knowledge of accessibility requirements, and an ability to translate these into user friendly online learning materials.
- Work efficiently on a backlog of technical content builds.
- Apply a strong understanding of digital education pedagogies to improve content releases and user journeys.
- Advise on the most appropriate technical solutions for assessments.
- Create, edit and curate online classrooms.
- Support the effective delivery of live online learning sessions.
- Support the conceptualisation, technical build and editing of video content.
- Create, review and audit processes associated with learning design and the technical development of content.
- Source, download, and edit suitable imagery for content releases.

Knowledge, skills and experience

Essential

- Relevant experience of delivering largescale digital education content outputs in complex environments.
- Familiar with Agile ways of working, and the ability to work independently on various projects with competing demands.
- Familiar working with Learning Management System's and utilising their functionality to implement and improve learning designs.
- A good understanding of e-learning authoring, storyboarding, and other content production tools.
- Up to date knowledge and understanding of evidence-based learning design principles, and an ability to apply them.
- Work collaboratively with the L&D team to help continuously improve our ways of working.
- Deliver high quality work on time and to expectations during busy and demanding periods.
- Ability to effectively manage wellbeing during busy and pressured moments at work, with support from the Law Society as appropriate.

- A proactive approach to supporting the Law Society with its commitment to Equality, Diversity and Inclusion at work, to include proactively supporting a respectful, welcoming and supportive working culture.

Planning & Organising

- Able to collaborate with a broad range of colleagues from across the Society to drive continuous improvement.
- A self-starter with a proactive and constructive approach to work, to include forward planning.
- Able to work successfully on multiple pieces of work at the same time and with competing deadlines.

Organisation Chart

Dimensions

Operating environment

Financial responsibility

Creative Responsibility

Analytical Responsibility

Location

Based at 133 Chancery Lane, London with flexible/hybrid working available