

Job description

Job title:	Learning Manager – Maternity Cover (8-Month Fixed Term Contract)
Directorate:	Communications, Policy and Research
Responsible to:	Head of Digital Communications and Learning
Responsible for:	Senior Communications Officer

Overall purpose of the post

To take ownership of the Electoral Commission's learning activity, contributing to the development of strategies and leading programmes to ensure we support learning in formal and informal settings throughout the UK.

Main responsibilities

- Support the Head of Digital Communications and Learning to develop and embed a learning function at the Electoral Commission, which will positively impact the way in which we interact with our stakeholders.
- Devise strategies and lead programmes to deliver learning initiatives which are aligned with and help us achieve our corporate goals.
- Identify opportunities, plan, and then lead learning projects, which could include:
 - Political literacy education targeted at voters, and those who will soon be eligible to vote;
 - Initiatives to improve regulatory compliance targeted at political parties, campaigners and candidates, or other Commission stakeholders.
- Be accountable for the accuracy and quality of all learning resources produced, deciding on actions to resolve issues and continuously working to refine and improve them.
- Lead consultation activity with educationalists (in formal and informal settings), ensuring their views are represented, and all projects and resources produced meet their needs and are utilised by them. Advise and support the Head of Digital Communications to consult with

teaching associations, and government departments responsible for curricula.

- Lead the continuous improvement of learning programmes and resources produced, including adopting a 'test and learn' approach.
- Take ownership of procurement processes and managing relationships with external agencies, suppliers and other third parties, being accountable for their performance and deciding on actions to address issues.
- Be a strategic adviser to others who are responsible for work with learning elements, identifying opportunities and ensuring our approach is coordinated and consistent across different functions.
- Work closely with colleagues in the devolved offices to ensure a co-ordinated approach to learning activity across the UK.
- Contribute to the development and co-ordination of operational plans, budgets and resource/ staffing requirements across the Digital Communications and Learning team's functions.
- Manage a senior communications officer including objective setting, performance management and being accountable for the quality of the work they deliver.

Additional details

The post-holder will be the Electoral Commission's expert in all aspects of delivering learning projects and developing learning resources. They will take the lead on identifying opportunities, planning learning programmes and making recommendations about the approach of these programmes. They will also be confident in negotiating with external stakeholders who also play a part in learning in formal and informal settings.

They'll have experience of helping to shape learning strategies. They will also have managed learning projects, and have significant experience producing accurate, high quality learning resources which are audience-led.

They will be a change maker, with gravitas and significant influencing skills to challenge and work constructively with all staff, including senior managers. They will influence cultural and operational change, and work to ensure we meet exceptionally high standards and continue to adapt.

Consultation will be crucial to the successful development of our learning programmes, and the post-holder will need to be committed to working in partnership with educationalist and education organisations to ensure our approach is fit-for-purpose for a wide variety of learning settings.

The post-holder will have excellent attention to detail and sound judgement as they will be accountable for a substantial budget and they will help protect our reputation through ensuring our learning programmes and resources are accurate and fit-for-purpose at all times.

Key working relationships

The post-holder is expected to effectively manage a Senior Communications Officer, including providing advice, guidance and support as required. They will also be expected to contribute to the wider work of the Digital Communications and Learning team, which takes a collaborative approach to all its work.

The post-holder will work with:

- A network of contributors to learning projects, including senior managers from across the organisation
- Colleagues in the wider Communications, Policy and Research directorate
- External stakeholders who we hope will utilise and/ or promote our learning resources, including educationalists (in formal and informal settings), teaching associations, and government departments responsible for curricula
- Digital agencies, suppliers and graphic designers

Category	Requirement	Essential or Desirable
Qualifications	Good first degree or equivalent experience Teaching qualification, Postgraduate Certificate in Education (PGCE), or equivalent experience	Essential Desirable
Experience	Experience of devising learning strategies and programmes Significant experience developing resources and/ or ‘content’ that meets users’ learning needs and takes account of leading-edge practice in formal and informal education settings Experience of managing learning projects and/ or programmes Experience of establishing and implementing initiatives to innovate, evaluate and continuously improve learning initiatives and gain others’ support for these	Essential Essential Essential Essential

	Knowledge of accessibility principles when developing digital resources or 'content'	Desirable
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Tim Crowley (Head of Digital Communications and Learning), December 2021