

POSITION DESCRIPTION

Position Title:	eLearning Designer
Location:	Gold Coast
Employer:	Bravehearts
Terms:	Part-time (22.8 hours), 12-month fixed term.
Reports to:	National Child Protection Training Manager



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

To prevent child sexual assault and exploitation in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

Guiding Values

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

PURPOSE OF POSITION:

The eLearning Designer is responsible for the digitisation of Bravehearts' education and training programs by developing and enhancing leading eLearning experiences for children, young people and adults.

Term of Appointment:

Part-time moving to full-time. 12-month fixed term.

PRIMARY DUTIES AND RESPONSIBILITIES:

Reporting Relationships

The eLearning Designer reports to the National Child Protection Training Manager.

Key Areas of Responsibility:

eLearning Development

- Liaise directly with clients in the eLearning development process.
- Work closely with the child protection specialist content writers to design engaging and interactive eLearning experiences.
- Development of eLearning assets using specialist software (Articulate Story Line 2, Articulate 360 and Articulate Rise where applicable).
- Collaborate with internal and external stakeholders in the delivery of education and training projects.
- Maintain existing eLearning and digital assets, modules and courses.

Technical Support

The eLearning Designer provides back-up assistance to the Training Administration and Systems Assistant regarding the technical integrity and continuity of the LMS platforms. This involves assisting the Training Administration and Systems Assistant as required in:

- User support such as troubleshooting and managing user registrations.
- Maintaining regular and thorough status testing of all LMS functions.
- Managing technical issues with the LMS and liaise directly with Bravehearts' LMS supplier to resolve systems errors effectively.
- Advising management immediately of any critical system continuity issues.

Other General Responsibilities

- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Attendance at conferences/meetings/Bravehearts functions.
- Meet and where possible exceed agreed personal key performance indicators.
- Participate in performance development sessions.
- Participate in self-care activities.
- Work as part of a team to attain Bravehearts mission.

Qualifications/Experience:

- Significant experience in eLearning design and development.
- Qualifications in eLearning and/or graphic design.
- Experience with Articulate 360 and Articulate Rise.
- Experience with Adobe Creative suite.
- Experience in customer service / client relationship management, preferably in a commercial or corporate setting.
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Skills and Abilities:

- Exceptional attention to detail.
- Exceptional time management skills.
- Creative and the ability to think outside the box.
- Ability to manage conflicting priorities and work to deadlines.
- Ability to provide exceptional client service through professional, friendly demeanour and intuitively understanding client needs.
- Strong skills in stakeholder engagement and managing expectations.
- High levels of verbal and written communication.
- Experience in database management and LMS management
- Technology minded, with the ability to rapidly acquire working knowledge of new software and information technology.
- Ability to work autonomously or part of a team.
- Candidates must possess a current driver's licence.
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate.
- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the lives of children and young people who have experienced sexual assault, their non-offending family members and primary caregivers.

Required:

- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate.

Personal Qualities:

- Detail oriented, creative, highly organised and agile.
- Strong personal drive to succeed.
- Regularly demonstrates initiative to improve business outcomes.
- Strong sense of professionalism and high regard for client relationships.
- Possess integrity, energy, empathy, and respect for all individuals.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards another person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____