

JOB TITLE:

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| E-learning & Audio Visual Technician |

PURPOSE OF THE JOB:

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| * To support the Head of Learning Technologies & Bespoke Courses * To be responsible for the recording and editing of e-learning material * Create courses in the e-learning platform (Moodle) |

DUTIES & RESPONSIBILITIES:

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| * To record and edit material for e-learning and other activities of the Institute * Set up courses in Moodle under the direction of the Head of Learning Technologies & Bespoke Courses * To liaise with the Institute Manager about co-ordinating various tasks * Responsible for audio and visual recordings of Wednesday evening meetings (8 – 10.30pm) * Work with the Archivist on the archives’ audio visual project if required * Under the coordination of the Head of Learning Technologies & Bespoke Courses to liaise with the membership for recording lectures/public events run by the Institute and undertake the recordings when appropriate * To edit the website when required * Share in general office activities including reception/telephone cover * Provide cover as required for absent staff (sickness / holiday) |

REPORTING TO:

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| * Head of Learning Technologies & Bespoke Courses |

WORKING HOURS:

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| * Part-time 3 days a week, 2 years renewable contract. Flexibility with days and hours is essential. During busier periods there will be opportunities to work more days. Weekend and evening work may also be required. |

HOLIDAY ENTITLEMENT

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| * 25 days pro rata |

SALARY

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| * Circa £25,000 pro rata, depending on experience. Possibility of earning overtime on various projects. |

**PERSON SPECIFICATION**

KNOWLEDGE & EXPERIENCE:

Essential:

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| * Experience of Adobe Premier Pro filming and editing software * Experience in filming |

Desirable:

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| * Experience of filming and editing in an educational setting which includes the use of AV equipment in lecture halls/seminar rooms * Experience of Moodle * Experience with website editing software |

SKILLS/ ATTRIBUTES:

Essential:

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| * Ability to work under pressure and to tight deadlines * Eye for style, format and layout of course material (Moodle design) * Excellent communication skills * Ability to plan ahead and anticipate problems * Ability to relate to and deal sympathetically with the membership and public * Able to solve problems creatively * Ability to work within a team and contribute to the overall effort * Positive and willing attitude to dealing with work problems |

Desirable:

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| * Understanding of working within a membership framework * Knowledge of psychoanalytic concepts |

EDUCATION:

Essential:

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| * A Bachelor degree or equivalent experience/qualification. |