

## **Role Title                      Learning Management Systems - Technical Lead**

<b>Important dates</b>	All applications must be received by 12 <sup>th</sup> April 2020  The expected timeline for interviews is as follows: <ul style="list-style-type: none"><li>• First interview: w/c 13<sup>th</sup> April 2020</li><li>• Second interview: w/c 20<sup>th</sup> April 2020</li></ul>
<b>Salary</b>	TBC + 11% non-contributory pension
<b>Location</b>	Manchester or London but with regular travel across sites
<b>Working pattern</b>	Full-time, 37.5 hours per week
<b>Contract</b>	Permanent or minimum of 1-year Fixed term
<b>Reporting to</b>	Director of Technology
<b>Direct reports</b>	No immediate direct reports but dotted line to a number of roles
<b>Main contacts</b>	Internal – Technology heads of department, Directors and Associate Directors across the organisation External – Vendors
<b>Role requirements</b>	Includes some limited evening and weekend work, for which time off in lieu will be given. Travel across the offices in London, Birmingham and Manchester will be required.

### **About the Role**

Reporting to the Technology Director, the new role of LMS Technical Lead will manage and co-ordinate the development and use of learning platforms in the organisation – the primary solution being Canvas LMS. They will also provide support and training across the organisation and will work closely with the Salesforce Technical Lead on integration.

The LMS Technical Lead will be responsible for ensuring that the end to end online learning requirements of the organisation are met. They will require a detailed skillset and will be involved from business case inception to ongoing post implementation support. The role will engage directly with internal teams and external vendors to ensure smooth delivery against constantly evolving requirements. You will be responsible for the LMS platforms, ensuring that colleagues have the knowledge to create online learning, report on outcomes and ensuring that the platform is fully compliant.

The LMS, with Salesforce and Microsoft, is at the centre of our technology strategy that will transform the way our organisation works and our mission is fulfilled. You must have extensive LMS experience at both a detailed and strategic level. You must drive and adhere to best practice, whilst being innovative and collaborative in your

approach. The person in this role should be at the forefront of advances in online learning provision and must be an advocate of change and advancement in the organisation.

## **Main responsibilities**

### Develop and build LMS platform

- > Establish LMS platform functionality in the organisation.
- > Administration and maintenance of the Learning Management System at Ambition Institute - Canvas LMS and a custom built solution

### Maintain systems

- > Liaising with stakeholders on platform changes and improvements
- > Ongoing review of user stories to improve the platform and provide continuous improvement of customer experience.

### E-learning creation

- > Creation and design of compliant e-learning materials
- > Support and advise the organisation on the use of the platform and creation of training content

### Reporting

- > Advanced report writing of and in Canvas, to meet organisation requirements
- > Provide regular reports on effectiveness of training activity
- > Regularly review systems and sector best practice, and implement effective change to improve LMS

## **Key skills and experience**

### **Essential**

The ideal candidate will possess the following qualities:

- > Previous experience of managing Learning Management Systems in an Education environment.
- > Demonstrated experience in a previous role using own initiative and working with high levels of autonomy.
- > Ability to analyse and problem solve both technical and user related issues.
- > Experience managing external vendors.
- > Ability to communicate complex technical solutions to non-technical colleagues.
- > Outstanding attention to detail and organisational skills and ability to work on own initiative within a wider Technology team
- > Ability to seek and clarify detail.
- > Strong written and verbal communication to create engagement with stakeholders.
- > Strong presentation, facilitation and collaboration skills, including the creation of user guides.
- > A hands-on approach is essential
- > A strong commitment to education, the non-profit sector and raising the aspirations, achievements and life chances of all children.

### **Desirable**

- > Working with Canvas LMS
- > Salesforce knowledge
- > Power BI

This post is subject to receipt of two satisfactory references and right to work in the UK.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.

## Work for us

It couldn't be a more exciting time to join Ambition Institute. We're a new, bold organisation formed from the merger of two education charities, Ambition School Leadership and the Institute for Teaching.

Through our suite of programmes for individuals and organisations, we're able to support educators at every stage - from new teachers through to executive leaders of groups of schools. You can find out more about us at [www.ambition.org.uk](http://www.ambition.org.uk)

We are looking for people who:

- > Are experts, or are working towards become experts, in their field.
- > Have a strong commitment to our mission.
- > Embody our values - work for the team, own your role, and keep getting better.

## Our divisions

Ambition Institute has three divisions – Programmes, Partnerships and Operations.

The Programmes division designs and delivers high quality development for educators. The division is made up of four departments:

- > Learning Design shapes the curriculum and content for all programmes
- > Impact Governance quality assures, assesses and measures our work to help us to keep making it better. It also leads on professional development across the organisation.
- > Programme Leadership works with teams across the organisation, bringing together everything that a programme needs to ensure it has the biggest impact.
- > Programme Operations implements all delivery across our programme suite, managing logistics, data and relationships with our participants and faculty.

The Partnerships division manages relationships with individual leaders, schools and the wider education system and is made up of three departments:

- > Marketing & Communications leads on attracting the participants for our programmes, communications to engage and inform stakeholders, and relationship management of government bodies.
- > School Partnerships manages relationships with individual school leaders, with a focus on the areas of the country most in need of support. This team also supports participants with tailored care throughout their programme journey from application and assessment to alumni.
- > Business Development and Fundraising develops new programmes and products and builds partnerships with funders.

Operations ensure that the organisation operates effectively. The division is made up of five departments:

- > Finance develops annual budgets and forecast future expenditure, as well as ensuring that day to day expenditure is tracked and approved.
- > People is responsible for ensuring that we find, hire, develop and retain world class individuals who can help us to achieve our mission.
- > Technology ensures that the organisation has the technology that teams need to perform effectively. This includes both internal systems and those used by our participants.
- > Data and Continuous Improvement works collaboratively to ensure that the organisation has the data and processes to work effectively and make decisions, and supports with reporting to both internal and external stakeholders.
- > Executive Assistants enable Directors across the organisation and have responsibility for ensuring that our governance structures are adhered to.

## Our offer

We are happy to be able to offer you:

- > Flexibility on how you work – agreed between you and your line manager
- > A competitive annual leave entitlement of 25 days, plus bank holidays
- > A generous employer pension contribution of 11% (10% pension plus 1% NI rebate)
- > Competitive salary rates
- > Access to an interest free season ticket and bike loans, as well as eyecare vouchers
- > An Employee Assistance Programme (EAP) which provides confidential support for employees on personal or work-related matters.
- > A robust learning and development offer that ensures your continuous professional development

## How to apply

To apply for any of our vacancies please email [jobs@ambition.org.uk](mailto:jobs@ambition.org.uk) with the following:

- > An up-to-date CV, no more than two pages in length
- > A cover letter – up to one page – which **must** include why you are interested in the role and any dates you are unavailable for interview
- > Equality monitoring form

We are committed to the safeguarding of children and the most vulnerable in our society and, as such, we are unable to employ individuals with relevant convictions, including the following: a conviction for an offence involving violence or dishonesty, of a sexual nature or against minors, or for any other offence that is relevant to the nature of the services provided by our organisation.

Unfortunately, due to the number of applications we receive at this stage we will not be able to contact unsuccessful applicants.

For any questions or queries please email us at [jobs@ambition.org.uk](mailto:jobs@ambition.org.uk)