# Interim Learning Developer – The Engineering Equipment and Materials Users Association (EEMUA)

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| Salary | £TBC depending on experience |
| Location | Working from home with potentially some face-to-face meetings in Central London |
| Job Type | Interim – 18 months fixed-term full-time contract role |
| Category | Executive (non-Management) |
| Sector | Learning |
| Capabilities | Learning development (both classroom and online) – Course design and structure; Course content creation and editing; Creation of Question Banks, Exams and Certificates; Implementation on a Learning Management System; Commercial launch. Project management. |
| Job Ref | INT-LD |
| Start date | Most likely 4th September 2023 or 2nd October 2023 |

## EEMUA

Founded in 1950, EEMUA is an established industry association for owners and operators of process plants, power stations and similar facilities – the *users* of engineering equipment and materials. Members also include those involved in design, procurement, maintenance and other plant lifecycle activities. The Association is involved in helping Members to identify, share and communicate good and best practices, and to influence the development, interpretation and practical application of technical regulations and standards. It deals with some of the world's largest industrial companies, and its guidance is recognised as good practice by regulators and legislators across Europe, and further afield.

We are looking to recruit an Interim Learning Developer who will be accountable for the development and implementation of key aspects of our learning plan: that is, to deliver on time, and to budget, multiple learning projects – both classroom and online. This is an 18 months fixed-term full-time contract role, which will cover, mainly:

- Development of course materials and launch of a new classroom course.

- Development of course materials and launch of a new blended online course.

- Development of course materials and launch of a new e-learning module.

- Development and release of revisions to existing e-learning modules.

- Project managing the translation work from English to other languages for an existing blended online course.

- Managing the development roadmap for the rework of existing course content (classroom and live online) to reflect coverage in a feeder blended online course (in multiple languages).

- Introducing a standardised, pedagogically sound approach for revision sessions after the delivery of course material and before exams for all examined EEMUA courses.

- Establishing consistent and engaging refresher areas relating to new editions of EEMUA guidance. This will be hosted on EEMUA's Learning Management System (LMS) for all those with in-date valid certifications.

Some liaison with the Technical Panels and Technical Steering Boards that oversee EEMUA's courses will be part of the role. Providing holiday/sickness cover for the operation of existing courses may also be required.

## Experience

The Association is going through an exciting period of change. We are looking for an enthusiastic Learning Developer who has excellent knowledge and experience of course development (both classroom and online) and to some extent course administration. The role will include working with EEMUA's existing learning specialists, Subject matter experts, end-users from member companies and production houses.

The ideal candidate will have the following:

- Good communication and interpersonal skills. (Must have).

- Fluent in English (written and spoken). (Must have).

- Excellent attention to detail. (Must have).

- Demonstrable learning development experience, especially handling delivery projects to specified time, cost and quality. (Must have).

- Several years' experience of building new learning courses from finalising the syllabus and examination requirements, building the course and exam in a LMS, testing and successful launch to both internal and external end users. (Must have).

- Experience of creating and running high quality commercial courses/exams on LMS, ideally using Instructure's Canvas system (Must have).

- Experience of online content creation and editing, particularly in-course quizzes, final assessments and videos. (Must have).

- Experience of operating, administering, and supporting learning courses (both classroom and online) from start to finish. (Must have).

- Experience of working in a technical organisation including setting up and running online meetings, agreeing agendas, liaising with experts, and producing detailed minutes. (Very useful, but not essential).

- Experience of working with the Accredible digital certification platform. (Useful, but not essential).

- Experience of how a member-driven not-for-profit trade association works. (Useful, but not essential).

- Knowledge of Engineering, Industry, Chemicals, Oil & Gas, Power, Industrial Assets. (Useful, but not essential).

## Reporting and Status

This is an 18 months fixed-term full-time contract role within EEMUA, and reports into the Operations Director.