



JOB DESCRIPTION

Job Title:	Learning Experience Designer
Accountable to:	Head of Learning and Organisational Development
Salary:	£42,727 - £47,474
Location:	Broadway House
Hours:	35 hours per week
Contract type:	3 months fixed-term contract

MAIN DUTIES AND RESPONSIBILITIES

1. All staff and volunteers onboarding and induction: design, develop and deliver engaging and effective organisational onboarding and induction package.
2. All managers onboarding and induction: design, develop and deliver engaging and effective organisational onboarding and induction package.
3. Collaborate with all relevant stakeholders to translate Norwood's process, procedure, ways of working, culture and values into engaging and learner friendly content for new starters.
4. Create and/ or curate multimedia learning materials, including e-learning modules, videos, infographics and simulations.
5. Implement learning strategies that incorporate where possible, gamification, microlearning, and social learning.
6. Ensure accessibility and inclusivity in learning materials to accommodate diverse learner needs.
7. Evaluate the effectiveness of onboarding and induction learning experiences through surveys, feedback and analytics.

General

1. To take all reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.
2. To work at any other Norwood location, as and when required.



3. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
4. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
5. To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
6. To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
7. To undertake any other duties which are consistent with the post.
8. To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

PERSON SPECIFICATION

Learning Experience Designer

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Strong track record of creativity and innovation in designing learner centred experiences • Demonstrable experience of designing and facilitating learning programmes and initiatives 	<ul style="list-style-type: none"> • Experience of working in a people and culture role in a social care organisation • Familiarity with AI-powered learning tools and adaptive learning technologies
QUALIFICATIONS	<ul style="list-style-type: none"> • CIPD Associate or Chartered member status, or equivalent Learning and Organisational Development experience 	<ul style="list-style-type: none"> • Learning management and/ or Organisational development qualification • Educated to degree level
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Strong track record of understanding and supporting people and organisation's performance • Demonstrable analytical thinking and problem-solving skills • Updated knowledge of emerging learning technologies and methodologies, instructional design and adult learning principles. 	<ul style="list-style-type: none"> • Certification in instructional design or e-learning development • Ability to analyse learning data and metrics to improve learning effectiveness
PERSONAL CIRCUMSTANCES AND ATTRIBUTES	<ul style="list-style-type: none"> • Strong interpersonal, communication, influencing and negotiating attributes • Commitment to continuous learning and professional growth • Ability to champion a shared organisation culture with strong cross departmental working • Knowledge of or willingness to learn about Jewish Culture 	<ul style="list-style-type: none"> • Agile leadership mindset • Have an interest in multi-generational learning and development