WaterAid

Job description

WASH eLearning Coordinator

(Maternity cover - 15 months)

WASH eLearning Coordinator
International Programmes Department

Place of work:	47-49 Durham Street, London SE11 5JD
Pay band:	5
Salary:	£32,000 - £33,500 with <u>excellent benefits</u>
Contract type:	Fixed term contract – Maternity cover (15 months)
Reports to:	Research and Learning Manager
Manages:	No direct reports
Budget responsibility:	<£25,000 per year, as delegated
Travel:	Up to 4 weeks international travel per year

Team description

The Programme Support Unit (PSU) sits within the International Programmes Department (IPD) to provide programmatic advice and support to the four Regional Teams, twenty-six Country Programmes (CPs) and other teams in London (i.e. Policy and Campaigns, Communications and Fundraising). As part of this function, the Research & Learning (R&L) sub-team within PSU consists of a number of specialists that support research and learning across the organisation to contribute to best practice and transformative approaches for WaterAid's work in the Water, Sanitation and Hygiene (WASH) sector. The overall role of the PSU is to bring about improving programme effectiveness through wider systems, project management, programme development, knowledge management and assurance functions.

Job purpose

The post holder will lead the development of an online capacity development initiative, including e-learning, for the International Programmes Department. In order to achieve this, the Coordinator will need to work with colleagues from across WaterAid, including close collaboration with thematic leads, to develop relevant content based on our experience, sector learning and existing internal frameworks.

The goal of this initiative is to help the organisation to develop a consistent understanding of our programmatic approach and core sector issues further enabling us to deliver best practice WASH programmes. It is expected that this training will form a core part of staff inductions, reinforcing technical knowledge and skills, and be available for revisions when needed. Modules will cover key themes, including but not

limited to urban WASH, human rights-based approach, hygiene and sector strengthening. The online modules will form part of a more comprehensive package of learning activities which include face-to-face initiatives.

Accountabilities

Planning and oversight of WaterAid's online WASH capacity development initiative

1. Design and implement a project plan for the international programmes capacity building project (including e-learning), ensuring close budget management, effective delivery and evaluation methodology is included.
2. Maintain project oversight ensuring it adheres to the agreed budget, timelines and its strategic aims.
3. Ensure effective engagement with internal and external stakeholders and thematic experts to ensure the project meets its capacity development aims.
4. Ensure the initiative is appropriately linked up with other activities in the organisation.

Design and publish e-learning modules and roll out capacity development initiatives

5. Establish and coordinate a working group of experts from the International Programmes Department and other key teams such as Policy and Campaigns, Information Systems and People and Organisational Development, to ensure the content, design and implementation of the training materials will be effective.
6. Using input from thematic leads as well as findings from relevant evaluation, design and publish innovate training materials that meet the development needs of Members and Country Programmes.
7. Ensure the thorough testing of all e-learning modules before launching.
8. Ensure the communication strategy is effectively executed as part of each module roll-out.
9. Execute the roll out of online modules, ensuring they are incorporated and embedded into corporate learning and development programmes (including staff inductions).

Monitoring, evaluation and continuous improvement of capacity development initiatives

10. Provide regular updates on the progress of the project and usage of e-learning modules.
11. Develop a simple mechanism for monitoring the quality and impact of the training, including whether staff use new skills gained through the training.

12. Evaluate the effectiveness of online capacity development initiatives, identifying areas for continuous improvement.

Person specification
Essential criteria

- Degree or equivalent experience in adult education, training, and/or multimedia training materials development.
- Experience of developing high quality training curricula using innovative approaches and delivery methods.
- Competent in all areas of the training cycle; training needs analysis, design, delivery & evaluation.
- Extensive experience of designing with eLearning development tools (for example Captivate, Articulate and Toolbook).
- Ability to prioritise content that supports learning objectives, and deprioritise content that does not.
- Project planning, implementation and monitoring experience.
- Ability to collect information or data and generate relevant and accurate reports for a range of audiences.
- Strong IT literacy skills, including using web based solutions and Microsoft Office.
- Strong matrix management, influencing and negotiation skills: proven ability to work effectively in a team with a range of people, organisations and cultures and at all levels.
- Commitment to WaterAid's values (Respect, Accountability, Courage, Collaboration, Innovation, Integrity) and a working style that reflects these.
- Exceptional verbal and written communication skills.
- Numerate with effective budget management skills.
- Willingness to travel internationally (up to 4 weeks per year).

Desirable criteria
- Ability to speak, read and write French, Spanish and/or Portuguese.
- Supervisory or management experience.
- Experience delivering training in low and middle income countries.
- Experience or knowledge of water, sanitation and hygiene in a developing context.