

Digital Learning Specialist

ROLE SUMMARY

Contract: Full time contract, fixed term 6 months (with potential to extend)

Location: Hybrid working: office base is at Somerset House, London (*)

Salary: £32,000 to £38,000 p.a. depending on skills and experience

Reporting to: Digital Product Lead

Start date: ASAP (depending on your notice period)

Normal hours: Working hours are 9.30am - 5.30pm, Monday – Friday (*requests for flexible working hours will be considered*)

Other:

- Annual leave is 25 days per year pro rata plus standard bank holidays
- Cultural entitlement of £250 per year to spend on arts / cultural events & activities, pro rata
- All employees are able to claim 1 hour a week for personal wellbeing
- Pension scheme enrolment and 6% employer contributions (reviewed annually)

(*) *Access to office space in London is always available to staff who can't or don't want to work from home.*

If you would like this application pack in a different format (e.g. large print or audio file), please email recruitment@juliesbicycle.com or call 0208 746 0400.

ABOUT JULIE'S BICYCLE

[Julie's Bicycle](#) is a pioneering non-profit organisation mobilising the arts and culture to take action on the climate crisis. Founded by the music industry in 2007 and now working across the arts and culture, JB has partnered with over 2000 organisations in the UK and internationally. Combining cultural and environmental expertise, JB delivers on high impact programmes to meet the climate and ecological crisis head-on.

JB supports the arts and culture to: become net zero carbon and restore nature; inspire public action on climate and ecology; and champion environmental justice and fairness. Our work includes research, training, consultancy, and policy development. We provide the creative community with the full range of tools, knowledge, and inspiration to act. We run a rich programme of events, projects, advocacy, and campaigns. Our work includes: a longstanding partnership with Arts Council England; Creative Green consultancy programme, Culture/Environment Policy Programme; Music Programme and CreativeClimate Leadership. 2022 sees further development of our Climate Justice programme and new investment in our internationally renowned carbon calculator tools for the cultural sector.

This is an exciting time to join an expanding, highly motivated team of 20 employees and additional external associates who, together, represent a unique mix of arts, culture, environmental, digital and operational expertise.

ABOUT OUR DIGITAL TOOLS

Our [Creative Green Tools](#) (The Tools) have generated the world's largest carbon dataset for culture alongside wider value metrics (well-being, creative content, action-tracking) with over 5,000 organisations across 50 countries tracking and managing their environmental impacts.

Alongside The Tools, we have created the [largest global online library](#) of action-focused guides, resources and case studies, from festival energy impacts to science-based targets for buildings, biodiversity in cultural spaces to museums and stewardship, campaigns and artistic work.

We are currently in an exciting and ambitious development period to upgrade The Tools and to develop a new E-Learning platform. Our aim is to develop environmental knowledge, skills and leadership for culture professionals across different areas of creative practice. The e-learning platform will ultimately include courses, learning programmes and a co-created library of resources.

The goal of our Tools and E-learning platform is to make climate action accessible to everyone, so that the creative industries can collectively and globally work towards net zero carbon targets and a green creative economy.

THE OPPORTUNITY

We are looking to hire a digital learning specialist — someone who has the drive, flexibility, and communication skills to help us take our next step (or leap!)

This is an exciting time to join an expanding, motivated, team of 20 staff and additional external associates who, together, represent a unique mix of arts, culture, environmental, digital and operational expertise.

We encourage people from any background to apply for this post. We are committed to creating a workforce which is representative of our society, and to bringing together those with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from People of Colour and those who self-identify as disabled.

RESPONSIBILITIES

You can expect to be doing the following in this role:

Learning management systems

- Working closely with the digital lead to launch Moodle Cloud LMS
- Helping the digital lead to identify learning needs
- Working with the brand manager to ensure the LMS is on brand
- Enrolling and training the internal team on how to use the LMS.

Stakeholder Management and Relationship Building

- Working with JB staff in order to drive E-Learning
- Acting to ensure that the knowledge and skills of JB staff and relevant stakeholders are in support of the product strategy

Discovery

- Working with our team to understand the quality of our existing learning materials
- Work closely with internal and external stakeholders to design and build impactful learning experiences when required

Content

- Reviewing our existing learning material
- Migrate any course material related to the creative green tools onto the LMS

EXPERIENCE AND SKILLS

Essential Skills

We are looking for an **open and adaptable individual** who has a passion for all things digital and tech related to learning. We're looking for someone who can spin a lot of plates and communicate well with the rest of the team. You should be a self-starter and a team player.

You should be someone who loves to ideate, innovate and fail fast, whilst keeping projects on track and clients and partners happy.

You should have experience of using a digital learning management system. And be experienced in delivering learning assets such as course material, video content, storyboards and scripts.

Nice to haves

- **Communications** — Comfortable with using Google Workspace, Trello and Slack

as core communication, collaboration and project management tools

- **Arts and culture enthusiast** — we're environmentalists and lovers of music, theatre, galleries, museums, and other cultural forms.
- **Experience in Moodle**
- **Experience of working in an agile environment**

APPLICATION PROCESS

If you'd like to apply, please complete the application form and the equal opportunities monitoring form you'll find [HERE](#).

Send these to recruitment@juliesbicycle.com. **Please clearly mark the title of the email with 'Digital Learning Specialist'.**

We will review applications on a rolling basis, so we encourage early submissions. We are looking to fill this position as soon as possible.

We are committed to being an Equal Opportunities Employer; we welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation or age.

Please note, this post is open to people who already have the right to live and work in the UK, as Julie's Bicycle is not currently in a position to sponsor a work visa.

Thank you for your interest in working at Julie's Bicycle.