About us

We are a sport consultancy and education and training provider and have been working in the sector for 19 years. We have two companies – Sport Structures Limited and Sport Structures Community Interest Company (CIC). Both companies work together to provide an excellent service and the remit of the CIC is to re-invest back into sport. We pride ourselves on being a company with a social conscience.

Our aim is to lead the sport and physical activity sector by *inspiring, creating and delivering opportunities that meet individual and organisational aspirations.* We work with a range of organisations from National Sport Organisations, National Governing Bodies of Sport, Universities and community sport organisations, along with individuals who access our training. These include apprentices, volunteers, coaches and the professional workforce. We have a number of landmark projects that have shaped us as an organisation and we are proud to have won a number of awards over the years. Our mission is to:

- *Deliver high quality products and services.*
- *Develop solutions that drive change and maximise impact.*
- *Provide accessible learning and development opportunities.*

We hold our values very highly in reflecting how we operate:

- *Passion:*
- *Integrity:*
- *Excellence*
- *Togetherness:*

Collectively, we have a staff team of 28 people.

Job Purpose and Summary

We are seeking a self-motivated and creative individual with an interest in digital learning technologies to help design and input eLearning content on our Learner Management System (LMS). This will require good working knowledge of, and enthusiasm for, eLearning and how different audiences use and interact with digital opportunities and resources.

This role is an opportunity to work as part of an established and evolving team with content specifically focused on sports coach and volunteer education as well as eLearning to support our wider company services (i.e. management and leadership, ED&I etc). The ability to multi-task and deal with conflicting

priorities is essential. We are looking for an individual that has an excellent attention to detail and can use their initiative.

Job title:	Sport Project Officer – Online Learning & Data Officer
Salary:	£20,350 - £23,000 pro rata (depending on qualifications and experience), per annum.
Hours of working	Full time (37.5 hours a week) We have a flexible approach to working balanced with business need
Persons Responsible to:	Senior Online and Technology Manager
Persons responsible for:	N.A
Location:	Home working with a requirement to be in the office (Edgbaston, Birmingham) for at least three days per week
Special conditions:	Casual car user allowance for business travel only. Attendance at meetings/events may be required outside of normal office hours in which case reasonable notice will be given.
Job closing date:	4pm on Friday 24th March 2023
Interview date:	Week commencing 3rd April 2023

Duties and Responsibilities:

1. Content/project implementation: To add and create eLearning activities (based on existing training content), onto our LMS.

2. Content improvement: To assist to improve the approaches to eLearning hosted on our LMS, such as online courses, webinars, online modules, and e-learning visuals that support an interactive and user-friendly experience.

3. Moderation: To organise and moderate online activities and content to support the development of e-learning and digital resources offered through the LMS

4. Review the learner experience; Using a creative approach to problem solving, monitor and review the learner experience, piloting e-learning and providing recommendations on accessibility, content, and experience.

5. Customer service / troubleshooting; troubleshot and provide support for learners using our eLearning platform

6. Designing resources: To work collaboratively with colleagues and clients to support the design of learning resources such as video content, screencasts, and web-based resources.

7. Understanding trends: To be aware of modern technological approaches to support the innovation of our eLearning and website development.

8. Reporting: To effectively contribute to internal and external reports, providing analytical and insightful recommendations

9. Processes and procedures: To ensure all online procedures are up-to-date and be responsible for developing and reviewing procedures where necessary.

10. Website maintenance: To support the company marketing by updating website pages as required.

11. Data: To support with the coordination of cross company data and analysis of survey feedback cross company monthly/quarterly

12. Communication: To communicate effectively, both internally and externally, on areas such as expectations, capacity, and priorities.

13. Relationship management: To create strong working relationships with colleagues and clients, providing advice and guidance, and promoting best practice in the use of the LMS.

14. Project delivery: To deliver on specific projects as per the needs of the business, effectively contributing and coordinating where required and working autonomously where needed.

15. Tender process: To support and prepare tender documents and presentations where required.

16. Training and development: To undertake appropriate training and development opportunities.

17. Equality and diversity: To promote equality, diversity, and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.

18. Health and safety: To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.

19. Other duties: To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holder's salary, grade, abilities, and aptitude.

Person Specification

Our company is underpinned by highly motivated people who share enthusiasm for their work. We recruit individuals whose honesty, integrity, initiative, and creative approach to problem solving shines through. An inspiration to your colleagues, you will have passion and a commitment to getting things done while always placing the 'customer' at the center of everything you do. Above all you must demonstrate the following qualities, skills, and experience:

	Experience	Essential (E) Desirable (D)	Assessment method
1.	To be educated to A level standard or equivalent in a relevant subject (i.e. ICT, Digital Media and Design, Software Development)	E	AP/I
2.	Experience of digital learning design and coordination	E	AP/I
3.	Hold a track record of high attendance and punctuality	E	AP/I
4.	Experience in communicating effectively with people from a variety of backgrounds	E	AP/I
5.	Experience of working on projects	E	AP/I
6.	Experience of working independently and as part of a team	E	AP/I
7.	Proficient working with a range of IT systems including Microsoft Office, CRM and LMS systems	E	AP/I
Skills & Abilities			
8.	Ability to communicate enthusiastically and effectively both orally and in writing, and to adapt the communication style to suit a range of audiences	E	AP/I
9.	Excellent interpersonal skills with the ability to work with a wide range of people, internally and externally	E	AP/I
10.	Ability to work methodically and independently, with minimal supervision	E	AP/I
11.	Ability to work as part of a team and contribute to shared goals and objectives	E	AP/I
12.	Keen to learn with the confidence to ask questions and identify solutions	E	AP/I
13.	Ability to work in a confidential manner	E	AP/I
14.	Proactive and highly organized, with strong time management, planning skills and attention to detail	E	AP/I
15.	Ability to quickly learn new technologies/software and their application to learning	E	AP/I
16.	Ability to use visual editing tools	E	AP/I
17.	Skills in writing HTML, CSS and Javascript Coding	E	AP/I
18.	Ability to use data automation software (Zapier/ Power Automate)	D	AP/I
Knowledge & Understanding			
19.	Good knowledge and understanding of technologies to support learning and teaching, including Learner Management Systems	E	AP/I
20.	A good understanding of best practice and current developments in learning and teaching, especially with the use of technology	E	AP/I
21.	An understanding of sports education for coaches,	D	AP/I

		volunteers, leaders, staff, and officials		
Key	**AP – Application process, I – Interview**			

The interview panel will determine the priorities of the elements of the person specification. We are committed to a policy of equal opportunity for all. Our aim is to have a diverse workforce and welcome applicants from all suitably qualified individuals. To request a copy of our Equality and Diversity Policy, please contact us.

Our offices are based in Edgbaston and we offer a professional, friendly, and supportive environment. As a company, we have a flexible approach to working to support our staff and their personal circumstances.

Please apply for the role, please submit:

- A job application form, found via our website https://www.sportstructures.com/about-us/join-our-team/
- A CV outlining your work experience, skills and training.
- A covering letter to describe how your skills, knowledge and experience meet the requirements of the position.

All applications must include the above documents to be considered.

Applications should be submitted to:

Teodora.Geleva@sportstructures.com

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