

External Digital Learning Advisor

Centre for Practice Innovation

Location: Flexible with induction and occasional attendance at our Head Office in Alloa

About Scottish Autism

Scottish Autism seeks to promote and provide care, education, support and opportunities for autistic people of all ages throughout Scotland. We work tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values; Collaboration, Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together, and how we deliver services to the people we support and to the people we work alongside.

Centre for Practice Innovation (CPI)

The Centre for Practice Innovation is our organisational hub for the development of practice and leads on the delivery of external learning and development consultancy. We undertake participatory practice research and seek to facilitate and inform research activity that is compatible with our organisational values. Our national and international networks and partnerships are developed through the CPI. Additionally, the CPI works to inform and influence policy and legislation that has a direct impact on the lives of autistic people in Scotland.

The Role

Reporting to the External Learning and Consultancy Lead, you will work alongside a range of stakeholders both internally and externally to ensure the smooth delivery of our programme of external online learning to a wide variety of audiences. This is a digital and technical role supporting our emerging external learning and consultancy service with the implementation and development of their learning management system, developing assets and courses and reporting on this. This includes the digital development of our online learning suite 'Right Click', which houses our parent and carer support, external professional learning and support for neurodivergent people. You will also work collaboratively with the Internal Digital Learning Advisor to ensure the smooth digital roll out of our Autism Practitioner Award and Autism Trainer Award, which will be delivered both internally and externally.

You will support the creation of our digital functions, replication of materials, courses and other digital learning approaches, based on the requirements of our external training.

You will support engagement across the platform, providing feedback and regular reporting that can be used in the development of our LMS (Learning Management System).

Co-ordination of the technical aspects of the LMS, ensuring data is processed and stored in line with our GDPR responsibilities. You will also provide and maintain accurate data that can be used to inform development of our digital learning offer externally.

You will work as part of our external learning and consultancy team to support external customers' learning. You will ensure all materials reflect our values and ethics and that there is consistency across all Scottish Autism learning opportunities both within and out with the organisation.

Key tasks and responsibilities

- To work with the External Learning and Consultancy Lead to support the delivery of strategic objectives
- To provide the External Learning and Consultancy Lead and other key people with a range of relevant data including that required to monitor and report on progress.
- Database management and administration in collaboration with our LMS supplier
- Development of our external Learning Management System and ongoing support for our customers.
- Experience of using digital course creation
- Integration of e-commerce services to our system with the support of Scottish Autism internal digital and IT colleagues
- Support the delivery of our Right Click Online Learning Programmes which includes both our no-cost and paid for services
- Support the delivery of our SQA accredited autism practice awards
- Work collaboratively with our external training team and our customers to ensure training needs are identified and met when developing bespoke digital learning

Skills and Attributes:

- Commitment to and demonstration of our organisational values; Collaboration, Change Makers, Compassion and Contribution
- Creative ability to promote and use software functionality to inform the development of learning assets for a wide range of audiences
- Creative approach to representing digitally content created that encourages engagement, accessibility across a range of needs and sets Scottish Autism as a leader in this area.
- Ability to work autonomously towards identifying and solving platform related issues with the relevant stakeholders i.e. our external platform supplier
- Ability to communicate complex information regarding the creation and maintenance of a range of learning assets in a simple and digestible way
- Ability to translate complex theoretical knowledge into accessible training materials
- Ability to flag up significant risks and issues

Knowledge and Experience:

- Knowledge and experience of database maintenance and management of Learning Management Systems
- Knowledge of course creation software (preferably ADAPT or similar)
- Knowledge of the relevant GDPR legislation
- Understanding of the external landscape regarding digital learning and the ability to inform our approach based on this information
- Contemporary knowledge and understanding of autism and autistic people and their families across the lifespan (desirable)
- Knowledge of creating accessible digital learning including for neurodivergent people and people with a learning disability (desirable)