Project Manager- VODLMS (Learning)

Fixed term, 1 year to 31/3/2020

Location: **London**
                         (Into Film offices in Birmingham, Salford, Edinburgh, Cardiff and Belfast may be considered according to experience of appointed candidate)
Department: **Learning**
Hours: **Full time (35hrs/week)**
Reports to: **Head of learning**
Direct Reports: **Freelancers**

About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and social development. Our UK-wide programme of over 10,000 active Film Clubs and cinema screenings provides 5-19-year olds with unparalleled opportunities to learn through and about film. Our mission is to inspire dynamic ways of learning with film and connecting with cinema that reaches the widest possible young audience across the UK.

Role Summary

The main function of the 'Project Manager - LMS' is to successfully oversee the creation of a public LMS (Learning Management System) which will host online 'learning tracks' (including containing learning content, video, sound, pdfs, ppts etc) for UK educators, including for classroom use and for our substantial network of schools with Into Film clubs, and is linked to our video on demand (VOD) service which will enable film clubs to access our library of online film content. This role will require organisation-wide collaborative working and an emphasis on ensuring that internal teams communicate efficiently and clearly with each other to produce the desired outcomes.

Main Responsibilities:

- Project manage and bring to life the currently conceptual model for Into Film's proposed Learning Management System and its film, teaching and learning content

- Create and implement a project plan in step with key stakeholders to include clear milestones, budget, and approaches to research, feedback and evaluation

- Creative positive, creative partnerships with internal and external staff and organisations, stakeholders and funders to ensure joined up working

- Create a clear and open channel of communication between internal teams and subgroups of the VOD and LMS project and any focus or research groups

- Ensure the project is aligned with education across the 4 UK nations and is responsive to teachers' needs

- Create and manage the project using project management software as appropriate

- Ensure that all team members are kept up-to-date with the work on the project and any issues are communicated to the correct staff members

- Manage internal systems to aid the decision making process and to spearhead research

- Support the commissioning, procurement or instigation of unique materials, content, and activities for Learning Tracks, including those with interactive elements

- Manage freelancers working on the project

- Lead on eLearning moderation

- Manage the statistical analysis of Into Film eLearning

- Ensure that project elements are quality assured and created to deadline
- Report progress to stakeholders on at least monthly basis

General Responsibilities:

- Commitment to quality internally and in all dealings with the public, members, teachers, children and young people, partners, funders, supporters etc.
- Contribute to long term planning to ensure growth in line with demand and resources
- Contribute to the regular monitoring and evaluation of the LMS integrated platform
- Commitment to equality of opportunity in line with Into Film's Equal Opportunities Policy
- Any other reasonable duties assigned by Into Film

Person Specification:

Essential:

- Excellent knowledge and experience of Learning Management Systems, their uses, potential and capabilities
- Excellent knowledge of eLearning software and the process for creating online learning
- Proven experience of creating online learning packages for UK teachers/schools
- A proven track record of managing large scale, successful and innovative projects including working to budget
- Excellent communication skills and the ability to get the best out of co-workers across a range of teams
- Experience of managing freelancers
- Experience of using a range of project management software
- Experience of supporting the commissioning/procurement of innovative and unique content and links to enhance and ensure Into Film's approach is a class leader
- Knowledge of the educational sector across the UK
- Experience of delivering eLearning/training projects at scale and on time
- Experience of successfully working with multiple partners
- Experience of successfully completing time sensitive projects
- Excellent IT skills

Desirable:

- Teaching experience
- Knowledge of Articulate, Storyline or other eLearning software suites
- Familiarity with the Microsoft Office for PC suite
- A love and knowledge of film

All employees regularly working with children will be required to undertake an enhanced DBS check (and/or Access NI check or Disclosure Scotland check, depending on working location).