

Senior Online Learning Projects Manager

Location:	Currently 100% home-based due to prevailing pandemic conditions, in future the post will be undertaken through home and office-based working
Department:	Learning
Salary:	£39,000-42,000
Hours:	Full time (35 hours per week)
Reports to:	Head of Learning
Direct Reports:	1-2

About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and personal development.

Over half of UK schools engage with our programme of film clubs, special cinema screenings, and resources and training to support classroom teaching. Alongside rich online content for young audiences, this provides 5-19-year-olds with inspiring opportunities to learn about and with film, and to develop a passion for cinema.

Role Summary

The senior Online projects manager will work within the Learning team at Into Film, which creates online film and video-based teacher training, film-based resources for schools, a curated catalogue of films for film clubs and careers and industry experiences and events. The main functions of this role are; to develop successful relationships with stakeholders across Into Film and external users; to manage and ensure delivery of learning content for online learning projects at Into Film to budget and on-time; to set and share timetables for delivery and share these across the organisation; to continue to drive forward existing systems designed to facilitate Into Film's 'Online First' approach. 'Online First' seeks to upskill all members of Into Film to deliver relevant parts of Into Film's programme for schools and educators online. Working closely with Learning team members and colleagues from across the organisation including Digital, MarComms, Programme Delivery and Account Support, this role will ensure close cross team working is effective and streamlined. Our new Learning Management System (powered by Docebo) has gone live and now we want to build on the learning we have gained so far and maximise the effectiveness and impact of our offer through this and other online delivery including live webinars.

Main Responsibilities:

- Manage at least one other member of the Learning team and freelancers.
- Support and stand in for Head of Learning, where needed.
- Project manage a range of Learning team activities, including delivering to budget and deadlines.
- To create positive, creative partnerships with a range of internal and external staff.
- Ensure organisation-wide buy-in and knowledge of projects.
- Communicate across the organisation and support organisation-wide planning.
- To evaluate projects and apply feedback as needed.
- To ensure you have excellent knowledge of Learning Management Systems and be up to date with digital and other innovations that might help shape our approach to learning content

- Ensuring content is effective, often unique and sits within Into Film's overall approach and is relevant to end users.

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 Into Film's work
- 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:

- Degree, teaching qualification or relevant, equivalent industry experience.
- Experience of successful line management within the last two years
- Experience and ability to work at a senior level at Into Film, where required.
- Experience of developing and nurturing partnership work both internally and externally.
- Effective project management experience, including using tools such as Microsoft Planner.
- Superb and demonstrable communication, influencing and interpersonal skills.
- Excellent analysis and data manipulation skills to aid report writing and disseminating learning.
- Excellent skills in setting up cross team methods for reviewing and evaluating projects in order to aid planning and development.
- Ability to understand, make space and work hand in hand with digital developments
- Experience of LMS and the key effective usage areas.
- Experience of commissioning/procuring innovative and unique content and links to enhance and ensure Into Film's approach is better than the rest.
- Excellent IT skills.

Desirable:

- Qualified Teacher Status, significant experience teaching or working in UK schools
- Familiarity with the Microsoft Office for Mac suite
- A love and knowledge of film

All employees regularly working with children and member data are required to undertake and maintain enhanced DBS clearance (and/or Access NI check or Disclosure Scotland check, depending on working location), acquired at Into Film's expense; employment is dependent upon this.