

<b>Role:</b>	<b>Learning Content Support Officer</b>
<b>Working Hours:</b>	<b>Full time (5 days per week)</b>
<b>Salary:</b>	<b>£23k - £28k dependent on experience</b>
<b>Reporting to:</b>	<b>Learning Content Co-ordinator</b>
<b>Starting:</b>	<b>ASAP</b>
<b>Package:</b>	<b>Pension, Unlimited leave, Flexible working</b>
<b>Location:</b>	<b>Remote working</b>

Do you have a passion and drive for supporting learners and clients through the design and delivery of brilliant training, are you comfortable with working with others to develop exceptional learning content and workshop design? Do you want to do all this in a highly flexible working environment, including the opportunity to work from home, manage your own workload and plan your time around your other commitments?

Corndel is seeking an exceptional individual with experience and expertise across content design to support the delivery of our first-class apprenticeship programmes. You will join a company which is breaking new ground and offering a more intelligent, dynamic, and achievable way of developing people through a world class programme of vocational learning. Corndel delivers a range of programmes, including Leadership and Management, Data Analytics, DevOps, and Software Development. This is your opportunity to work with some of the largest and highest profile businesses in the UK, helping them and their staff succeed.

**Job description:**

- Work closely with the Learning Content Co-ordinator to create engaging customer facing workshop content for delivery across Corndel products
- Build presentations using advanced functionality within PowerPoint (design, animation etc.)
- Use Mentimeter (or similar- Kahoot, Aha Slides etc) interactive presentation tool to edit and build presentations
- Use collaborative digital tools such as Miro to create and edit workshop content (or similar Jam boards/Lucid spark etc)
- Create content that is deliverable for both face to face and online facilitation
- Support our Professional Development Experts to create bespoke workshops to meet the needs of our learners and clients
- Create dynamic and flexible additional tools/resources to complement workshops
- Update workshop content in line with changes to our programmes, compliance requirements and course curriculum
- Work within our Corndel branding guidelines
- Edit and professionalise content written or shared by others in our company
- Support the maintenance and update of learning content and workshops across all of our programmes
- Support the administration and day to day management of the workshop calendar/inbox to ensure we meet requests in a timely manner
- Support the administration and management of our 360-feedback tool platform

**Person specification:**

- Aptitude for working with digital/online systems
- Experience of proof-reading resources and checking for accurate spelling, punctuation and grammar (SPAG)
- Able to use/explore other online systems confidently with limited instruction
- Proficient in the use of Zoom, Teams, PowerPoint, Adobe Acrobat and interactive presentation tools (Menti and Miro desirable or similar)
- Experience of updating learning platforms – *desirable*
- Experience of posting on websites – *desirable*
- Basic graphic design skills – *desirable*

**Skills:**

- Highly organised, able to prioritise well and work at speed and under pressure
- Excellent problem solving and organisational skills
- Excellent attention to detail with a “get things right first” approach
- A self-starter and natural completer/finisher with thoroughness and accuracy
- Proven ability to set and meet deadlines in a calm and efficient way

**Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.**

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