

Job Description

Post title:	Learning Centre Facilitator
Department:	Learning Services
Based at :	The Eden Project
Reports to:	Learning Resources Manager (Mid)
Grade/salary scale:	CC22

Generic role of post:

The core day to day task of this post will be to provide support for students and staff in the use of learning resources, e-learning and study skills. The role will be to ensure that the Learning Centre always provides a brilliant and supportive service.

Specific duties:

1. Provide brilliant front of house customer service for all Learning Centre (LC) users.
2. Promote the learning centre as a learning space to all students and curriculum staff on campus.
3. Deliver activities and workshop sessions to support students with developing a range of information literacy and study skills for students from level 2 to level 6. Develop content to support this skills development.
4. Research, select, develop and manage resources for curriculum studies as part of the acquisition of resources for learning. Work closely with teaching staff to ensure that resources support the curriculum needs.
5. Provide brilliant support for the use e-learning in all forms (including lesson delivery and online learning).
6. Be a Moodle and Technology Enhanced Learning Champion for staff on the campus and promote the benefits and uses of technology and provide training and support as required. Promote and support college systems including, but not limited to; Heritage library database, Office 365, ProMonitor and ProPortal, Moodle and software to support learning.
7. Support classroom activities for multi-site delivery or e-learning study sessions. This will include supporting the technology used as well as supporting students and ensuring engagement with learning activities (including behaviour management).
8. Create online learning resources within a range of software including Moodle.
9. Review orders and input into relevant systems in order to purchase LC resources in liaison with the Learning Resources Manager.
10. Undertake some administrative Heritage activities, including cataloguing and classification, working closely with Learning Resources Manager (Heritage and library lead).
11. Working with the Learning Resources Manager (Heritage and library lead) to support the cataloguing and classification of resources for Eden.
12. Contribute to Group wide CPD activities
13. Be the key point of contact to managers for the LC and ensure that college initiatives are implemented within the LC.

Core LC Support

14. Undertake inductions and welcome activities with students within the LC.
15. Undertake activities to promote the learning centre services including the production of promotional materials and deliver promotional activities.
16. Liaise with campus curriculum staff, locality managers and librarian for ordering and providing physical learning resources.
17. Work with other learning centre staff to promote the use of learning resources and the use of technology to support learning across the campus.
18. Liaise with IT Services to maintain the operational effectiveness of computers, printers, other equipment and software.
19. Undertake other allocated duties in support of Learning Centre activity as required.
20. Participate in appropriate staff development and training with a specific focus on supporting learning and the use of learning technologies.

Any special conditions attaching to the post:

The postholder will be based at The Eden Project. The postholder will be expected to travel to other sites to attend training events and meetings and to cover for holidays and sickness. An allowance will be paid to cover the costs of travel to other sites. The postholder will be expected to work flexible hours to meet service demands, some evening and weekend work will be required.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 2 English qualification • Level 2 Maths qualification • Level 4 qualification or above (in any subject) 	<ul style="list-style-type: none"> • Teaching qualification • IT qualification • Library or resources qualification or proven experience of using library systems.
Skills	<ul style="list-style-type: none"> • Excellent IT skills and confident IT user with the ability to learn new skills independently. 	
Experience	<ul style="list-style-type: none"> • Experience of study at a higher level and / or experience of research • Experience of delivering workshops or training to individuals or groups. • Experience of library based activities (including classification and using library databases). 	<ul style="list-style-type: none"> • Experience of working in a supervisory capacity • Experience of using learning technologies • Experience of creating electronic or online content. • Development of online learning packages. • Experience of using online learning systems (such as Moodle or Blackboard).
Personal Attributes and Qualities	<ul style="list-style-type: none"> • Good team working skills. • Pro-active and autonomous. • Ability to relate to and communicate effectively with people of all ages and abilities. • Organised and methodical. • Flexible and adaptable. • Work accurately and systematically in a multi-tasking situation with frequent interruptions. • Passionate about providing an inspirational and supportive learning environment. 	