

Function/Team: People and Culture

Reporting to: Head of L&D

Contract type: Permanent

Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

- Create engaging, interactive e-learning courses and training materials for Mary's Meals International and the wider global network that align with Mary's Meals strategic aims.
- Collaborate with subject matter experts to identify learning needs and design and develop appropriate engaging digital learning solutions and training materials that meet the agreed learning outcomes for individuals, teams and the organisation.
- Manage and maintain the Learning Management System (LMS) for Mary's Meals International, ensuring it meets the needs of the organisation.

Key responsibilities & activities:

Digital Learning Design:

- Work closely with subject matter experts (SMEs) to scope and define training requirements for a diverse global audience.
- Design, develop and implement interactive, creative and visually appealing e-learning modules using Articulate 360 Storyline and Articulate 360 Rise.
- Enhance learner engagement and retention by building digitally engaging learning across a wide spectrum of topics, from mandatory compliance to technical and leadership and management courses.
- Ensure that all e-learning content is accessible, inclusive and aligned with best practices in digital learning.

Training Material Design:

- Produce high-quality, professional and accurate offline training materials for global users who have no, or limited, access to the Learning Management system.
- Work with subject matter experts to convert existing face-to-face training materials into high-quality digital learning that will support the scaling up of training initiatives where applicable.
- Support the wider Learning & Development team in designing and delivering training initiatives as required.

Learning Management System:

- Manage and maintain the Learning Management System (LMS) for Mary's Meals International, including uploading, tracking and reporting on course completions.
- Ensure the Learning Management System for Mary's Meals International is kept up-to-date and accurate, creating new LMS admin processes as necessary.
- Carry out troubleshooting of LMS issues and liaise closely with suppliers and global L&D colleagues to resolve problems in a timely manner.
- Suggest innovative ways to enhance the use and impact of the Learning Management System, working closely with global L&D colleagues to improve the learning libraries and tracking systems.
- Support the creation of LMS housekeeping processes and make suggestions for improvement.

Evaluation and Continuous Improvement:

- Evaluate the impact of digital learning and training programmes to ensure their impact is measured and cost effective.
- Make recommendations for improvements based on evaluation outcomes and support the continuous improvement of the L&D offer.
- Demonstrate a desire for continuous improvement in the digital learning space, seeking stakeholder feedback and implementing changes as appropriate.
- Stay up to date with the latest trends and best practices in instructional design and e-learning.

Co-ordination and Administration:

- Provide advice and guidance to colleagues regarding the LMS, digital learning and resources.
- Design and manage e-learning design processes.
- Monitor and analyse training activity and produce reports as required.
- Plan and co-ordinate digital learning programmes, sending timely and accurate communications.
- Support with the administration of training programmes and events as needed.
- Communicate regularly with stakeholders and manage stakeholder expectations, with support from the Head of L&D as needed.

Additional information:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving departmental strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.

- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.
- You may occasionally be required to travel to countries where Mary's Meals operates.

Essential skills & experience required for this role:

- Proven experience in the use of Articulate 360 Storyline and Articulate 360 Rise to design high-quality, engaging and creative e-learning courses.
- Strong knowledge of instructional design principles, adult learning theories and digital learning best practices.
- Familiarity with Moodle or other Learning Management Systems, with demonstrable experience of managing online platforms.
- Experience working with SMEs to define training needs and develop appropriate learning solutions.
- Strong project management skills with the ability to manage multiple projects and deadlines.
- Highly organised and able to prioritise and manage own workload.
- Strong communication and collaboration skills, with the ability to engage stakeholders at all levels.
- A creative and innovative thinker.
- Excellent written communication skills with attention to detail and a commitment to producing high-quality learning content.

Desirable skills & experience required for this role:

- Knowledge of graphic design tools such as Canva to enhance e-learning visuals.
 - Experience of designing and creating training videos.
 - Facilitation skills and experience of delivering training in a virtual environment.
 - Experience working in a not-for-profit and/or a global organisation.
-

Mary's Meals 7S Competencies:

As an employee of Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I am authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I am a catalyst for change • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and, if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual PDR process.