

Job Description

Digital Learning Coordinator

Job title: Digital Learning Coordinator
Reports to: Performance Support Director
Location: Home based (UK) with requirement for frequent travel
Contract: Part time – 28 hours per week – Permanent

Organisation Overview:

Formed in 2001 to improve refereeing standards, PGMOL manage the 600 match officials operating in the Premier League, EFL, Women's Super League and Championship, National League and FA Competitions. PGMOL is responsible for the recruitment, training, development and mentoring of all match officials.

Role Purpose:

The Digital Learning Coordinator will support the Performance Support Director (PSD) to deliver the Digital Learning strategy through the day-to-day management of the LMS, development of eLearning materials, and content coordination. The role will also provide support in creating and administering the central Knowledgebase of articles and resources for the ASPIRE programme.

Main Duties:

(Include but are not limited to)

Coordination of the LMS and ASPIRE Knowledgebase

- Drawing on previous experience to develop innovative digital training content for the LMS and ASPIRE Knowledgebase
- Developing eLearning modules using source material developed by the Leadership, coaching or sports science teams
- Supporting the senior coaching team to help coordinate the delivery of a blended learning approach, by developing group related eLearning modules to support training needs
- Coordinating the development and ongoing monitoring of ASPIRE Knowledgebase articles
- Managing the relationship with PGMOL's LMS provider (LearnUpon) to help the ongoing development of the digital learning offer
- Coordinating module enrolments and technical user queries
- Reporting on progress and engagement as required by the Leadership Team and PSD
- Liaising with the Operations team to ensure learning and development opportunities link in with Portal communications
- Support the Operations team in developing timely and dynamic concepts and content for Portal newsletters and feature articles
- Supporting the Operations team (and leading on when required) the collation and analysis of feedback from LMS participants

Operational Support

- Providing support to users raising technical support queries via the general mailbox, as directed by the Head of Operations and Administration
- Working alongside the Operations team to support business projects where there is crossover with digital learning, including system changes and developments
- Supporting development and enhancements of the ASPIRE platform within the match official administration system (MOAS) including testing and authorisation of new functionality

Representing and promoting the interests of PGMOL with external stakeholders and organisations

- Promoting the interests of PGMOL at all times with all PGMOL match officials
- Promoting a positive image of PGMOL in all dealings with external stakeholders and organisations, including relationships with the FA, Premier League, EFL, LMA/PFA and the media

Person Specification:

(Experience, qualifications, skills, aptitudes, and personal qualities)

Essential:

Qualifications/experience:

- Experience in developing and/or coordinating learning content, preferably to support eLearning opportunities
- Ability to work to strict deadlines under direction, whilst retaining the ability to exercise initiative where appropriate
- Proactive and service/improvement-oriented approach
- Proven ability to work effectively in teams

Knowledge:

- Demonstrable knowledge and understanding of current approaches to online learning and development (ideally of match officials at Select Group or National Group level)
- In depth knowledge of Premier League and Championship football

Skills:

- Strong IT skills to be confident to work with eLearning development software and LMS platforms
- Excellent oral and written communication skills – comfortable communicating at all levels
- Excellent organisational skills, with ability to prioritise a mixed workload
- Excellent interpersonal skills, with the ability to develop and maintain effective working relationships
- Excellent problem-solving skills

Desirable:

- Experience of officiating within professional football, or elite sport
- Experience of training or developing others through teaching and/or coaching
- Experience of developing/producing training and eLearning material
- Experience in Virtual Learning Environment and/or LMS engagement and development

Applications:

Applicants should send a CV accompanied by a one-page letter outlining their suitability for the role to: humanresources@pgmol.com

Please reference your application 'DLC'. The closing date for applications is 9am on **20 May 2022**.

Please note that you need to have the right to work in the UK.

PGMOL is an equal opportunities employer and welcomes applications from all sections of the community.