

APRIL 2020

Dear applicant

Thank you for your interest in our opportunity for a **Learning Systems Manager** for the Association of Breastfeeding Mothers. You will find the full role description and person specification below. For more information about the ABM, our membership and training, please see our website www.abm.me.uk

This will be a freelance, fixed-term contract until the end of 2020, and we will consider approaches from individuals and agencies with the relevant skills and experience. The fee is negotiable depending on that experience.

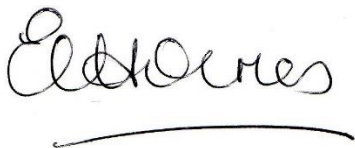
Applications: By way of CV and covering letter, or tender document/proposal by email attachments only to: admin@abm.me.uk

Deadline: Noon, Friday 22th May 2020

Interviews: w/c 25th May 2020

For a no-obligation discussion about the position prior to applying/tendering, please contact us by email in the first instance.

Kind regards



Liz Holmes / Administrator

ASSOCIATION OF BREASTFEEDING MOTHERS – LEARNING SYSTEMS MANAGER

Role: Learning Systems Manager (LSM)

Term: Part-time, temporary, self-employed contract

Responsible to: Chair and Trustees

Fee: Negotiable, commensurate on experience

Context: The Association of Breastfeeding Mothers (ABM) is a voluntary organisation founded in 1979 by mothers already experienced in breastfeeding counselling. We became a charity in 1980 (registered no. 280537). As well as supporting mums and families and offering training, we speak for breastfeeding families at a national advocacy level.

We run a number of training modules for lay persons and healthcare professionals around breastfeeding and infant care. The online platform currently hosting our Mother Supporter and Foundation modules is being retired.

Specification of Services

The Consultant will work closely with the ABM's training team to assess the strengths and weaknesses of the current module, then migrate and update existing content and oversee and integrate new content on a new e-learning platform for our supporter modules. They will explore options of integration with a membership plugin. They will maintain day-to-day operations for an agreed time period as new trainees embark upon the course. The Consultant will be expected to implement a thorough and complete handover to ABM staff and volunteers. Beyond initial troubleshooting, the system will be managed in-house long-term. Custom platforms may not, therefore, be suitable, due to the need for ongoing support and maintenance from the developer.

The Consultant will work from their own home or office base and will be available to attend meetings with the training team (remotely if necessary). There will be regular communications via email, phone and e-conferencing with the training team and ABM Administrator.

Specification of Deliverables

A new virtual learning environment in relation to breastfeeding, where families and healthcare professionals have access to online learning at foundation level. The course will be promoted widely, and a robust but intuitive system put in place for marking and administering the module.

Thereafter, the Consultant will remain in place to oversee the initial implementation, troubleshooting and handover of systems management.

Timetable

May 2020: Initial payment, commence work – assessment of current module.

July 2020: Present progress of online modules. Second payment follows.

September/October 2020: Soft launch of improved online foundation-level module for selection of students – assessment of function. Third payment follows.

November 2020: Feedback and evaluation of first Trainees', markers and administrators' experience. Implementation of suggestions and improvements.

December 2020/January 2021: Full launch. Final Payment.

PERSON SPECIFICATION

	Essential	Desirable
Proven experience implementing online learning and assessment systems	✓	
Experience integrating membership systems and learning platforms	✓	
Experience of training user-managers to take over the system upon completion	✓	
Excellent technical literacy across a range of applications	✓	
Experience in facilitating and presenting learning to new users		✓
Experience of working with WordPress sites	✓	
Experience of working with volunteers in the Charitable sector		✓
Excellent spoken and written English and communication skills	✓	
Excellent planning, organising and project management skills	✓	
A proactive approach & ability to work both independently and collaboratively	✓	
Knowledge of public health initiatives and advocacy		✓
Knowledge of breastfeeding and infant health		✓