**JOB DESCRIPTION**

This document summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the BLE in consultation with the postholder.

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| **Job Title:** Course Co-Author (MOOC) | **Organisation:** Bloomsbury Learning Exchange |
| **Grade**: 4 | Paid at an hourly rate of £13.86 |
| **Accountable to:** Director of the BLE |  |

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| **Job summary:**    Course Authors with experience of doctoral study are being recruited to create written and video learning content for a MOOC (Massive Open Online Course) about doctoral study in the UK. Course Authors will work on an hourly basis within the course development team.  The MOOC (which will run continuously for three week-long cohorts) aims to make potential doctoral students aware of what studying at doctoral level in the UK entails and what they should consider when thinking about applying. It will include a frank consideration of why one should - or *should not* - choose doctoral studies, depending on a range of factors.  Of particular attention will be to understand and anticipate concerns from students of very different backgrounds, including groups historically under-represented (such as Black, Asian and minority ethnic; disabled; older; white working class; refugee; traveller). The aim is to avoid exclusion and increase the number of potentially strong doctoral candidates from all backgrounds into UK universities.  The content for this course derives from communication with doctoral students, supervisors, administrators and academic support staff; surveys and interviews; and research around the topic of inclusion/exclusion in postgraduate education (especially doctoral level) in the UK. It can also draw on the postholder’s own personal experience.  The person fulfilling the role will need to be able to gather, analyse and sort information and evidence, judge relevance and distill this into concise, lively and accessible **text.**  In addition, there will be an opportunity to make short **videos** to vary learning and increase interest. Anyone with experience and expertise in this area is strongly encouraged to apply.  This role also requires frequent interaction and collaboration with other course authors and developers, project leaders, and the members of the Advisory Board and Working Group.  The course will run on the FutureLearn platform. It is therefore recommended that anyone interested in this role become familiar with FutureLearn by browsing its course offerings and information about FutureLearn’s design philosophy. Post holders should also experience a short course from start to finish.  Main duties and responsibilities:   * Work independently and collaboratively with team members and the MOOC’s lead developer to create course content * Analyse and incorporate data; in some cases, design data collection instruments and deploy these * Conduct research around the topic * Produce writing that is suited to the context, primarily in terms of course authoring, but also other writing requirements (communications, reports, promotional materials, etc). * Create video content for course -- experience not essential, but interest and willingness to learn is |

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| **Competencies**  **Service Delivery**  Key tasks:   * Write and create content for this project. * Analyse and evaluate data for course content, communications, reports and other writing. * Conduct research. * Foster fruitful interaction with team members, collaborators and colleagues. * Carry out work ethically and efficiently. |
| **Training & education**  A recent (<3 years) doctoral degree from a UK institution or currently engaged in doctoral study in a UK institution. |
| **Knowledge & Experience** Key tasks:   * Research and analyse survey data. * Course design and development: develop course content drawing from personal experience and understanding of doctoral study in a UK institution. * Adapt writing to the requirements of the project (consistency, tone, style, concision, etc) whilst demonstrating an understanding of diversity in education. * Video production: recording and editing. * Work as part of a team and collaborate on the project. |
| **Communication**  Key tasks:   * Demonstrate excellent oral and written communication skills. * Engage with doctoral students and supervisors based in a number of institutions to seek input into the development of the course. * Write a variety of outputs, but primarily course content, in appropriate styles for the contexts. * Share project information and outputs (reports, presentations, committees, etc). * Use a variety of online communication tools. |
| **Teamwork & Motivation**  Key tasks:   * Provide a motivated attitude as part of the team. * Attend and pro-actively participate in team meetings. * Work in an open and communicative way. |
| **Liaison & Networking**  Key tasks:   * Build good working relationships with the team and other colleagues to ensure the smooth running of the project. * Extend reach of project through own networks where appropriate. |
| **Initiative & Problem Solving**  Key tasks:   * Contribute new ideas and potential improvements in processes. * Proactively find solutions for smaller day-to-day issues. * Take personal responsibility to deal with difficult situations professionally and escalate appropriately. |
| **Planning & Organisation**  Key tasks:   * Prioritise workload to meet agreed targets and deadlines. * Ensure accurate information is collated and prepared to enable you to do your job effectively. * Maintain data privacy requirements. |
| Flexibility: To deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. |

To apply, send a relevant **CV**, **cover letter** and **two references** to [info@ble.ac.uk](mailto:info@ble.ac.uk) by **Tuesday, 1 March, 2022, 5pm**.

Interviews are expected to be conducted on Wednesday 9 March.