



Articulate Cultural Trust

JOB TITLE:	Digital Technologist – Creative Learning
SALARY:	£26k (£15.6 pro rata)
HOURS:	0.6FTE, 21 hours per week
LOCATION:	Digital, streamed and online provision Third Floor, 249 West George Street, Glasgow, G2 4QE
CONTRACT:	Fixed term, two-year contract
REPORTING TO:	Curriculum Development Manager – Creative Learning
RESPONSIBLE FOR:	Digital Assistant – Creative Learning

THE CHARITY

Articulate Cultural Trust was established in 2017 to make sure children with care experience can have a positive childhood. Our purpose is to improve the lives of the young people by scaffolding their innate curiosity and creativity. We provide direct support through the arts for well-being, to build skills and give a voice and platform to children and young people in and those who have left care and who share our vision, mission and passion for creativity as a tool for social, educational, and economic health.

The Change We Commit To:

Articulate's vision is for a nation in which the talents of all young people can truly shine, in a society where there are no barriers to creative participation. Our mission is to provide equality of opportunity for marginalised citizens by removing barriers to their enjoyment of and participation in the arts, exploring creative potential and engaging with our contemporary cultural landscape.

What We Do:

Articulate is a niche and specialist charity that has equality, diversity and inclusion at its core and co-designs services that benefit Scotland's most vulnerable young people, specifically those who are or have experienced care, homeless, seeking asylum, at risk, or living in poverty in our most challenged communities.

We promote quality and excellence through creative learning and by ensuring diverse and marginalised potential is discovered, nurtured and supported thereby also contributing to the diversification of the creative industries.

How We Do It:

Through our access, participation and employability projects, Articulate improves the well-being, achievement, and attainment of young people of all backgrounds. Articulate works with the most skilled artists in Scotland, across all art-forms and inclusively with children at all ages and stages of their social, educational and emotional development. We deliver highly creative programmes for children that focus on developing positive outcomes for learning, for life and in preparation for the world of work.



INTRODUCING THE HUB

Articulate is now in the position to accelerate plans for a digital creative learning platform at the crossroads between the arts, social and emotional learning, culture and the experience of care in Scotland. With two-year concentrated effort, we aim to create a safe online space for young people to stay connected, be creative and act collaboratively.

Our platform, called The Hub, will filter and centralise the creative learning offering from Articulate and other quality sources around the world, and from both specialist and generalist providers. It's design and delivery will support the creativity, well-being, employability and enterprise potential as well as personal and professional development of care experienced young people.

The development of The Hub at Articulate is supported by The Promise Partnership's Keep the Promise Fund (administered by The Corra Foundation), as such is supported by and must reference and be guided by the Scottish Approach to Service Design.

EXPECTED OUTCOME

Our goal is to promote the confidence and potential of care experienced children and young people through meaningful and progressive creative learning activities, aiding the development of practical, social and life skills and their ability to progress in line with their skills, interests and ambitions.

JOB PURPOSE

The main purpose of this role is to offer in-depth knowledge of methods, systems and procedures to enable The Hub development process to reach a place of fruition within a two-year period.

The Technologist will support the aims of The Hub design and build, responding to, and enhancing the services to be delivered and providing appropriate technological support to the team to meet the stated outcomes of The Hub.

The role will provide advice, guidance and support to others involved in The Hub as well as to those who are the beneficiaries of the new creative learning service.

This is a new project and it is not known how team roles will develop so the postholder will be expected to iterate, flex and grow as The Hub concepts develop.

The work involves exercise of initiative and the judgement required to enact the principles of the Scottish Approach to Service Design to deliver the programme on time and within budget.

KEY RESPONSIBILITIES

To advise, train and support young people and staff in the use and development of digital technologies in relation to the The Hub, Articulate's bespoke creative learning platform.

Supporting one full cycle of design and delivery to ensure implementation of The Hub to a consistent, inclusive and high standard.

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Contributions will include:

- proposing and implementing working methods and detailed manipulation, analysis and interpretation of data
- Promoting inclusive design to use of appropriate techniques, methodologies and tools for digital creative learning and its assessment
- Information and performance management to co-determine solutions.

In detail:

1. Ensure processes used within the team meet quality standards and champion the use of new inclusive practices to The Hub staff team in the:
 - Application and use of the digital learning platform and teaching systems
 - Development of online programmes and resources, to create interactive and innovative, teaching, learning and assessment materials.
2. Work collaboratively with The Hub team to:
 - Make efficient and effective use of learning technology systems and solutions
 - Develop learning resources in different media with an understanding of pedagogic value, including the use and value of open licenses
 - Critically assess, choose and use digital media resources with an awareness of issues such as inclusive pedagogic design, usability, accessibility and copyright
 - Identify data requirements to satisfy test cases and create and maintain test data.
3. Design and deliver staff and learner training in the use of The Hub and associated learning technologies
4. Develop learning resources that will support staff in developing digital capabilities in learning and teaching
5. Critically assess the benefits/constraints of learning technology systems and solutions to meet charity/project and/or subject specialist requirements, and for issues such as accessibility, inclusivity, usability and interoperability
6. Keep up to date with relevant developments in digital learning and teaching technologies, and promote their use to and within The Hub community
7. Contribute to the growth in online and blended learning through the selection, testing, and evaluation of evolving learning technologies levels
8. Oversee administrative duties as it relates to The Hub's design, development and delivery including offering both remote and in-person support to The Hub's wider stakeholders
9. Contribute to Articulate's other change projects in learning, teaching and assessment, as appropriate.

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PERSON SPECIFICATION

Expected Criteria E – Essential or D – Desirable	Assessment Method
Education & Professional Qualifications	
E1 – A degree and/or post graduate or professional qualification (or equivalent) in educational technology, computing or related discipline.	Application
Skills, Knowledge & Experience	Assessment Method
<p>E2 – Experience working collaboratively with others to define, develop and implement accessible digital learning, teaching and assessment resources</p> <p>E3 – Experience developing digital learning and teaching resources using a variety of media</p> <p>E4 – Good working knowledge of current learning, teaching and assessment technologies, software and VLEs</p> <p>E5 – Ability to use a range of ICT devices, applications, software and digital capture devices</p> <p>E6 – Excellent interpersonal, presentation and communication skills to interact with academic staff in a support environment</p> <p>E7 – Ability to work independently as well as part of a team</p> <p>E8 – Experience of developing and delivering training materials in the development and use of learning technologies</p> <p>E9 – Strong organisational skills and ability to work under pressure</p> <p>E10 – Adherence to high levels of accuracy and attention to detail, and ability to effectively prioritise workload</p> <p>E11 – Enthusiastic about use and development of technology in education</p> <p>D1 – Working knowledge of learning/teaching and education systems</p> <p>D2 – Experience of working with care experienced young people as well as neurodiverse learners</p> <p>D3 – Experience of using video editing software to create high quality video content</p> <p>D4 – Experience of high quality and inclusive video content filming and production in a studio environment.</p>	Interview and presentation

Generic Activity: - Please note that the amount of focus on each on these activities will vary.

Typical Work Activities

- Provide professional advice within own area of expertise
- Participate in The Hub project development programming and work-streams
- Apply a detailed understanding of specialised learning systems, processes or procedures to analyse and resolve related problems
- Collect and organise standard and complex material and information for inclusion in project development, reports and documents and/or answer related queries
- Organise and resolve issues/queries independently, providing advice on specialised and related matters to staff and/or learners at all levels
- Deliver or oversee a range of specialised service support tasks, advising and assisting colleagues to ensure quality standards are adhered to
- Deal with queries referred on from more junior staff and act as a filter for issues referred to more senior staff, to provide immediate support and problem resolution.

Communication and Networking

- Present complex information verbally or in writing at an appropriate level of professional complexity/specialism
- Required to persuade others in the team about new ways of delivering services and the use of new working practices
- Communicate complex information which may be detailed or specialist in nature
- Conduct briefing sessions, write detailed letters, answer complex emails, deal with sensitive/confidential matters
- Write factual reports, procedures and guidelines
- Required to attend meetings and/or networks (internal and external to the charity) to ensure that issues are appropriately represented and reported, and to facilitate the exchange of information and exchange best practice.

Planning and Organising

- Plan, organise and prioritise own workload (and that of others) to feed into achievement of broader project objectives
- Contribute to resource and budgetary planning processes
- Manage and co-ordinate small/medium sized projects
- Use personal autonomy to organise own work
- Contribute to longer term strategic/planning activities within the charity/project/team.

Resource Management (People, Finance)

- Manage supplier relationships in line with The Hub objectives
- Monitor resources and/or budget and contribute to the resource planning process.

In a people management role:

- Plan, prioritise and delegate the day-to-day work of others to ensure that all relevant objectives are met, including responsibility for and/ or contribution to, recruiting, monitoring and supporting the performance management, mentoring and development of team members to ensure that individual contributions are maximised in line with The Hub needs.

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Stakeholder Management

- Attend and/or lead internal and external meetings as required to support standard work activities and/or represent the charity and The Hub at the appropriate level
- Initiate, develop and deal with wide ranging internal and external contacts
- Influence stakeholders to adopt best practice processes and outcomes where possible
- Be recognised as a leading point of contact for specialised processes.

Analysis, Reporting and Documentation

- Perform detailed manipulation, analysis and evaluation of specialised but relatively straightforward information, highlighting and prioritising any issues for further investigation
- Supply data, analysis and information
- Analyse complex statistics, highlighting and reporting on trends and patterns
- Conducting enquiries/research into queries/issues arising.

Management of Work Environment

- Understand health and safety regulations and procedures, ensure compliance with appropriate legal standards within own area of responsibility
- Manage technical or operational services and have responsibility for the safe working of others.

Teamwork and Collaboration

- Provide peer support/sharing knowledge and best practice to colleagues, either directly or indirectly, as an experienced team member.

Organisational Citizenship

- Commitment to Articulate strategy and values
- Co-operate and comply with charity policies, procedures and processes
- Commitment to Continuous Professional Development appropriate to role/discipline
- Any other tasks appropriate to the post and in line with charity/project/team requirements.

We invite applications from individuals who have:

- A degree and/or post graduate or professional qualification in a relevant subject and/or vocational experience acquired through job related training and on-the-job activity
- Experience in designing, delivering and evaluating digital learning activities
- Skills in giving detailed specialised/professional advice and guidance to others
- Detailed operational knowledge of systems/equipment relevant to the role
- Meticulous, accurate and organised as well as flexible and inclusive in approach
- Strong interpersonal, communication and influencing skills
- The ability to foster positive working relationships
- Helpful attitude and a diplomatic manner with a wide range of stakeholders
- The ability to work collaboratively as well as independently
- Motivation, quick and comfortable adapting to change
- Appropriate analytical, solution-oriented and problem-solving skills
- The ability to assess and organise resources and plan/progress work activities
- Proactively engaged in continuing professional development/training to keep knowledge and skills relevant and up to date
- Knowledge of and commitment to the principles of the Scottish Approach to Service Design
- A clear commitment to #KeepthePromise.



GENERAL INFORMATION

This is initially a two-year post and contract to develop and install a new curriculum for Articulate, creating pathways for new styles of creative learning and teaching for care experienced young people across Scotland, and perhaps beyond.

It is anticipated the post will bring new ideas to the project and create opportunities for wider partnerships.

Articulate's expectation is that all staff work in accordance with the aim, culture and ethos of the charity as outlined in our ten-year plan, and that they follow all current organisational policies as well as keep alignment with good practice developing locally, nationally and internationally.

OTHER

The post holder must have the right to live and work in the UK.

The successful applicant will be required to undertake an enhanced PVG check, and a job offer would be conditional on disclosure clearance.

TO APPLY

Please send your letter of application, accompanied by a current CV as well as two references detailing your suitability for the role described to eonacraig@articulatehub.com by noon on Tuesday 28 March 2023.