

Learning Designer

An exciting opportunity has opened up with Fundraising Institute Australia (FIA), the national peak body for professional fundraising in Australia. We champion and facilitate best practice in fundraising through training, [professional development](#) and networking opportunities and with our [Code](#) for ethical fundraising. We also advocate to government on behalf of our members.

About the role

You will work with the Professional Education team to implement updates to course content, assessment, and associated materials to improve learning journeys and education pathways for FIA Core Education and short courses in online, blended and F2F delivery modes

About you

You will be energetic, people-orientated and motivated with exceptional course development skills, an eye for detail and experience in professional education and course and assessment design. Your ability to work across multiple projects and deliver tasks on time will be highly regarded.

You will need:

- Excellent time management and organisational skills
- Excellent interpersonal skills along with strong written and verbal communication skills.
- Confidence in dealing with a range of stakeholders
- Ability to work autonomously in a collaborative environment
- Attention to detail to deliver projects and tasks to deadlines

Key responsibilities

- Work with the Education team to review, develop and update content and implement changes to FIA's core education courses and program and transfer content to a new Learning Management System.
- Research for course content including sources, reports, articles and statistics
- Maintenance and version control of all related learning materials, processes, and guidelines.
- Liaise and work with FIA internal and external stakeholders for content review, feedback and updates on learning materials.

Selection Criteria

Essential:

- Demonstrated experience designing and updating content with Articulate 360 (including Rise, Storyline and Review).
- Sound experience in instructional design and maintenance of a range of education courses, professional development workshops and other events that includes course and assessment design for online, blended and F2F learning and use of storyboards.
- An understanding of professional education.
- Advanced computer skills including Microsoft Office and Adobe Suite, significant experience with Learning Management Systems.

- Able to liaise with internal and external subject matter experts to implement course updates and maintain all learning materials and supporting collateral for both online and F2F courses.
- Review existing course content, learner and tutor guides, readings and supporting documentation for continual improvement.
- A demonstrated ability in maintaining schedules and delivering projects on time and within budget.
- Excellent time management skills with demonstrated ability to prioritise tasks and meet deadlines.
- Strong attention to detail and problem-solving skills.
- An ability to work well in a small team.

Desirable:

- Certificate IV Training & Assessment
- Knowledge of the AQF, ASQA and TEQSA requirements and a range of learning theories and learning design methodologies.
- Experience with Totara Learn or other Moodle-based learning management platforms.
- An understanding of the Australian not-for-profit sector

This is part-time, contract role of 22 hours per week for a minimum of three months with a possible extension to six months. Days and times are negotiable.

The location is the FIA office in Chatswood though some remote working is possible, depending upon days of work.

How to apply

Please email your cover letter and resume to jpowell@fia.org.au

If you have any questions, please contact Lauren O'Hern 02 9410 5906 for a confidential discussion.