

eCPD Programme

eCPD Facilitators and Lead eCPD Facilitators

Outline job description and person specification

Job role

You will join a team of facilitators who will train, mentor and support 500 post-16 Professional Development Advisors (PDAs) to optimise technology in their organisations across the FE system.

As a facilitator, you will be responsible for **delivering up to 20 days training** of PDAs, who, with their senior line managers, will cascade the new eCPD programme across their organisation. PDAs will build on the work of the ILT champions, FERL practitioners, E-Guides and e-leadership programmes, implementing action plans for whole organisational elearning strategy and development.

Participation in the eCPD Programme will contribute to the Institute for Learning's 30 hours' or pro rata CPD requirements for all practitioners.

Specific responsibilities

As an **eCPD Facilitator**, you will work regionally across England to:

- deliver up to 20 days of face-to-face training to each cohort of PDAs, who will then cascade this training within their own organisations
- **support and mentor PDAs** as they cascade the training and implement their e-learning action plans. This will be undertaken via telephone and online tutoring, mediated through a specially designed leading edge VLE
- be responsible for **providing pedagogical and technological advice** to a number of funded action research based projects, which providers will have an opportunity to bid for against agreed criteria.

As a **lead eCPD facilitator**, in addition to the responsibilities listed above, you will work across three regional teams to:

- manage and disseminate team communications
- co-ordinate and monitor training delivery
- identify and support funded showcase projects
- monitor the quality and impact of the mentoring and support given to PDAs
- produce reach and impact statistical reports monthly, user and stakeholder satisfaction rates and quarterly equality and diversity reports
- respond efficiently and effectively to requests for information from Learning and Skills Improvement Service (LSIS) and BDP Learning.

Person specification

eCPD Facilitators will have:

- been educated to degree level in a relevant subject area and will have extensive teaching experience
- delivered high quality e-learning training in the FE system and will have a detailed understanding of the eCPD framework
- demonstrable experience of cultivating and facilitating virtual networks to stimulate participation and provide support
- extensive understanding of how to enhance learning using a range of teaching and learning strategies supported, where appropriate, by the latest technologies
- experience of tutoring, coaching or mentoring.

Lead eCPD Facilitators will have:

- demonstrable experience of melding effective and collaborative teams
- strong interpersonal skills that include the ability to engage and motivate others by employing coaching principles
- experience of organising and delivering regional events
- the ability to prioritise work demands, meet tight deadlines and deliver results.

Rates of pay:

- eCPD Facilitators will receive £350 per day plus expenses
- Lead eCPD Facilitators will receive £400 per day plus expenses.

Availability

Train the facilitator events have been scheduled for successful candidates on 15 December 2008, followed by a whole team launch event the following day on 16 December. A further training event is planned for 14 January 2009 and you should provisionally reserve these days.

PDA training events:

Depending on location, cohort 1 will have one day of training between 27 and 29 January, with the second day between 17 and 19 March. Cohort 2 will start training between 31 March and 2 April and complete the second day between 9 and 11 June.

Application process

If you think you have what it takes to meet the challenge of this exciting role, please email your application as a CV and covering letter to HR@bdpmedia.com by **Friday, 14 November 2008**. Please indicate if you are also applying for the Lead eCPD Facilitator post.

We welcome secondments and part-time contracts.

Please enclose:

- your CV
- a covering letter, which should not exceed two sides of A4, detailing how you meet each element of the person specification and why you feel you are suitable for the post
- your daytime contact details – either telephone or email(confidential)
- contact details for two professional referees covering the past three years (one must be your current employer). These referees will not be contacted without your permission.

You will be contacted by HR on Monday 17 November if you have been short listed for interview. **Interviews will be held on 24, 25 and 27 November in London.**

Successful applicants will be expected to attend the training days on **15 and 16 December 2008 and 14 January 2009.**

Please note that we are unable to contact candidates who have not been invited to attend for interview.

For further information on the eCPD Programme, please visit www.bdplearning.com/ecpd