

Interim Online Learning Executive – The Engineering Equipment and Materials Users Association (EEMUA)

Salary TBC depending on experience.

Location Working from home with some face-to-face meetings in Central London.

Job Type Interim – 24 months fixed-term, full-time contract role.

Category Executive (non-Management).

Sector Operations.

Capabilities Administering online training for EEMUA, most importantly the e-learning modules and some blended online learning courses.

Start date 1st February or 1st March 2025.

Job Ref INT-OLEX.

EEMUA

Founded in 1950, EEMUA is an established industry association for owners and operators of process plants, power stations and similar facilities – the **users** of engineering equipment and materials. Members also include those involved in design, procurement, maintenance and other plant lifecycle activities. The Association is involved in helping Members influence the development, interpretation and practical application of technical regulations and standards. It deals with some of the world's largest industrial companies, and its guidance is recognised as good practice by regulators and legislators across Europe, and further afield.

We are looking to recruit an Online Learning Executive who will be accountable for the review, development and implementation of our e-learning plan to deliver on time, and to budget, both commercial courses and e-learning development projects. This is an interim fixed term, full-time role, which will cover mainly the shorter awareness-level modules and some of the longer blended online learning courses.

Experience

The Association is going through an exciting period of change. We are looking for an enthusiastic Interim Online Learning Executive who has excellent knowledge and experience of e-learning course administration and development. The role will include working with EEMUA's existing e-learning specialist, subject matter experts, end-users from member companies and production houses.

The key objectives are to:

- Successfully operate, administer and provide first level support for EEMUA's online learning courses, most importantly the e-learning and some blended online learning courses.
- Help expedite the development and production of e-learning materials whilst not compromising EEMUA's high quality output in this area.

The ideal candidate will have the following:

- Good communication (both spoken and via email) and interpersonal skills. (Must have).
- Fluent in English (written and spoken). (Must have).
- Excellent attention to detail. (Must have).
- Experience of Learning Management Systems, such as Instructure's Canvas, and digital certification platforms, such as Accredible. (Must have).
- Experience of operating, administering, and supporting online learning courses from start to finish. (Must have).
- Experience of online content creation and editing, particularly in-course quizzes, final assessments and videos. (Must have).
- Project management of developing short awareness level courses. (Very useful, but not essential).
- Working knowledge of Dutch. (Useful, but not essential).