

iScoil: Learning Technologist

(<https://www.activelink.ie/node/115072>)



Role Description

iScoil is an online learning service that offers learning opportunities and accreditation to young people, aged 13-16 years, who are not in mainstream education. Students are referred to iScoil from TUSLA's Educational Welfare Service. Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront in designing and implementing a range of innovative, learner-centred programmes informed by research and evidence-based best practice.

We believe that with improved connectivity and learning tools, there is a real opportunity to redesign approaches to learning. To date, iScoil has pioneered new approaches to digital learning content, teaching approaches, and assessment, and the CEO and Board of Directors are keen to continue this ethos into the future.

iScoil aims to:

- Engage young people in learning
- Build confidence and self-esteem
- Offer accreditation opportunities
- Support progression to further education and employment

Visit [iScoil.ie \(https://iscoil.ie/\)](https://iscoil.ie/) for more information

Primary Purpose

The Learning Technologist supports the development of courses and other educational projects on iScoil. They are responsible for the administration, maintenance, and support of iScoil's IT infrastructure; providing training and technical support to staff.

iScoil has a committed and energetic team with an established standard of good practice in delivering flexible, personalised, and innovative online learning programmes. The central team, for which this role will be a member, is based in Dublin 8 and works alongside a large remote team of passionate and dedicated educators. This is an exciting opportunity for the right candidate to excel and develop, supporting an effective technology-enabled learning environment for students and staff.

Responsible to: Chief Operating Officer

Key relationships with: Head of Experience and Development (HOED), Education Manager, Programme Manager, Blended Learning Centre Manager, Instructional Designer, Tutors, and Mentors

Responsibilities

- Ensure the educational offering is of the highest standard in accordance with industry and organisation standards (for example, technology, accessibility, usability, editorial accuracy, and efficacy)
- Provide technical support and training for staff
- Administer, maintain, and support:
 - Virtual Learning Environment (Moodle)
 - SIS/CRM platform (Salesforce)
 - Email and cloud file services (Google Workspace)
 - Staff hardware and software

- Support high standards and practice in relation to regulatory obligations, industry standards, and internal policies for safeguarding sensitive data, protecting IT assets, and reducing information security risks
- Engage in professional development as agreed with the line manager
- Maintain accurate and up-to-date documentation of learning technology systems and processes
- Communicate plans, progress reports, and key milestones to management and team members
- Provide data to support and inform a variety of organisational functions
- Support wider organisational activities
- Participate in team meetings and events

Experience and qualifications

- Experience in a similar role, with a minimum of 2 years' experience
- Knowledge of digital learning design and practice
- Experience administering and maintaining a virtual learning environment (Moodle an advantage), student information system and/or customer relationship management system and Google Workspace (or similar).
- Training and certification in relevant systems administration, and/or a willingness to work towards certification
- Experience maintaining hardware and/or software
- Experience providing technical support and training to staff
- Experience in ensuring data protection compliance and adherence to regulatory and industry standards in data security and IT.

Skills and competencies

- Excellent technical and digital skills, attention to detail, and troubleshooting skills
- Excellent communication skills, including the ability to explain technical issues clearly to people with different levels of technical knowledge, in a professional manner
- Excellent interpersonal skills, with the ability to collaborate effectively online and face-to-face, as part of a distributed team
- An ability to build and maintain relationships with stakeholders and key partners, representing iScoil in a professional manner
- An ability to be self-directed and manage workload in a team environment, and prioritise tasks to achieve aims and meet deadlines, whilst being responsive to the needs of a growing organisation

Terms and Conditions:

Contract: This role is available full-time. The appointment is subject to Garda Vetting and reference checks.

Location: This is a hybrid role with half the time based at iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 2nd May 2025 at 5pm, with interviews expected to take place the week of the 19th May 2025.

Applications: By CV and cover letter to recruitment@iscoil.ie (<mailto:recruitment@iscoil.ie>) with Learning Technologist in the subject line.

iScoil is an equal opportunities employer.

Region

Dublin 8 / Hybrid

Date Entered/Updated

14th Apr, 2025

Expiry Date

2nd May, 2025

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