

## **iScoil: eLearning Coordinator**

**(<https://www.activelink.ie/node/116247>)**

# **eLearning Coordinator**

## **Role Description**

iScoil, a registered charity, is an accredited online education service for young people, aged 13-16 years, who are not in mainstream education. Students are referred to iScoil from Tusla's Educational Welfare Service.

iScoil is at the forefront in designing and implementing a range of innovative, learner-centred programmes informed by research and evidence-based practice. We believe that digital technologies bring real opportunity to redesign approaches to learning. iScoil has a committed and energetic team with a proven track record in delivering flexible, personalised education programmes.

iScoil aims to:

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

## **Purpose**

The eLearning Coordinator will design, develop, and implement engaging and innovative courses that leverage digital tools, educational technologies, and learner-centred pedagogical practices to enhance learning outcomes.

This person will work closely with the Education Quality Manager, Head of Experience and Development and the Instructional Designer in a collaborative and iterative manner to ensure the effective design and delivery of iScoil's education programmes.

**Responsible to:** Director of Education

Key working relationships: Education Quality Manager, Head of Experience and Development, Instructional Designer, Learning Technologist and Tutors

## **Responsibilities**

- Lead the development and continuous enhancement of QQI-accredited online courses and personalised education projects
- Ensure all courses promote engagement through active learning strategies, rooted in evidence-based, learner-centred pedagogical principles
- Design and implement interactive learning activities and inclusive assessment approaches
- Lead the development and implementation of iScoil's Universal Design for Learning (UDL) and Accessibility Framework, ensuring alignment with best practice and regulatory standards
- Lead the design, implementation and evaluation of iScoil LIVE (synchronous learning programme), to create high-quality, engaging live learning experiences
- Integrate digital tools and resources to support both asynchronous and synchronous learning experiences
- Collaborate with the Education Quality Manager to evaluate new educational initiatives and projects
- Develop training resources and supports for tutors and mentors
- Support the Education Quality Manager to develop and enhance curriculum design, delivery, and review processes
- Contribute to QQI programme validation, review, and administrative processes, ensuring all courses meet required standards
- Adhere to academic governance and actively contribute to the work of the Academic Sub-committee
- Keep up-to-date with developments in educational technology and provide advice to the iScoil leadership team on emerging risks and opportunities

# Experience and qualifications

## Essential:

- A qualification at Level 8 or higher (or equivalent) on the National Framework of Qualifications (NFQ) in a relevant field such as eLearning, Technology-Enhanced Learning, Education, or a related area
- A minimum of two years' experience in designing and developing online courses, with a strong focus on learner-centred pedagogy
- Experience working with and developing content on a Virtual Learning Environment (VLE), such as Moodle
- Demonstrated experience of collaborative project work in an elearning or education technology environment

## Desirable:

- Proven experience integrating a range of digital technologies to enhance teaching and learning across both synchronous and asynchronous formats
- Demonstrated experience developing learning materials and resources tailored for young people, in alternative or inclusive education contexts
- Strong understanding of technology-enhanced teaching, learning, and assessment
- Working knowledge of Universal Design for Learning (UDL) methodologies and principles, as well as digital accessibility standards
- Familiarity with learning design models, such as ADDIE
- Understanding of academic integrity in online learning environments, including experience designing assessments that uphold academic integrity
- Familiarity with the challenges and opportunities of generative AI in online learning contexts

## Skills and competencies

- Excellent digital skills, with strong proficiency in elearning tools and platforms such as Google Workspace and Moodle
- A keen eye for detail, demonstrated through a track record of producing high-quality elearning content
- Excellent teamwork and interpersonal skills, with a proven ability to collaborate effectively across teams to deliver high quality projects within deadlines
- Strong organisational, communication, and problem-solving skills

## Terms and Conditions

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

**Location:** This is a hybrid role with an office base at iScoil's office in Acorn Centre, Blackpitts, Dublin 8

**Deadline for application:** Friday, 4th July 2025

Interviews likely to take place on Thursday, 24th July in iScoil

**Applications:** By CV and cover letter to [recruitment@iscoil.ie](mailto:recruitment@iscoil.ie) (<mailto:recruitment@iscoil.ie>) with eLearning Coordinator in the subject line

iScoil is an equal opportunities employer

### Region

Dublin 8 / hybrid

### Date Entered/Updated

16th Jun, 2025

### Expiry Date

4th Jul, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/116247-iscoil-elearning-coordinator>