



Sands  
Application Information  
**eLearning Producer**

---

March 2023

# About Sands

---

Every day in the UK, 13 babies are stillborn or die shortly after birth.

Sands exists to reduce the number of babies dying and to support anyone affected by the death of a baby, before, during or shortly after birth.

Sands provides bereavement support services both nationally through its Freephone helpline, mobile app, online community and resources, as well as locally through a network of around 100 regional support groups based across the UK and run by trained befrienders.

Sands works in partnership with professionals, trusts and health boards and offers a range of training programmes and bereavement care resources to ensure that every bereaved parent and family receives the best possible care wherever they are in the UK.

Sands promotes improvements in practice and supports research to better understand the causes of deaths and save babies' lives.

Sands raises awareness of baby loss and works with government, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally.

Over the past 44 years, Sands has grown into a national charity with a powerful vision shared by dedicated volunteers, fundraisers, members, donors, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by 40% since 2012 and, as part of our strategic plan, is focusing on how we can make the biggest difference to the lives of bereaved families and save babies' lives. To find out more, visit [www.sands.org.uk](http://www.sands.org.uk)

Our vision at Sands is for a world where fewer babies die and anyone affected by the death of a baby receives the best care and support for as long as they need, wherever they live in the UK.

Join us and help create a world where fewer babies die.

Saving babies' lives. Supporting bereaved families.

# Sands Staff Benefits

---

## Annual Leave

Staff receive 28 days annual leave per annum pro rata, plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

## Employee Assistance Services

As part of its commitment to employee wellbeing, Sands offers all Staff access to the Bupa employee Assistance service which offers free and confidential counselling and wellbeing support. Support is available on a range of issues including legal, financial, emotional, health, and work-related concerns.

## Sand Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment.

## Sands Pension Scheme

Subject to eligibility, you will be automatically enrolled into the Aviva Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

## Life Insurance

All Staff are covered by a Life Insurance Policy which pays 3 x annual salary to nominated beneficiaries. Staff also have access to Canada Life's WeCare wellbeing platform including 24/7 online GP, mental health counselling and financial and legal support. Additionally Staff have access to Bereavement Counselling and a Probate Helpline.

## Flexible Working

All Staff can apply for flexible working with effect from their first date of employment.

## Maternity Pay

Staff on maternity leave are paid their full salary for the first 26 weeks of their period of leave.

## Leave for the Death of a Baby or Pregnancy Loss

Any member of Staff affected by the death of baby or pregnancy loss will be granted leave paid at their normal salary, regardless of the type of loss.

## Sands is a vibrant, growing charity!

With a clear strategy, Sands is repositioning as a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment – making it an especially exciting time to join the charity.

**Sands is an inclusive and diversity-friendly employer. We are committed to promoting equality, valuing diversity and working inclusively. We welcome and encourage applications from people of all backgrounds and do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law.**

# About the role

---

Sands is looking to recruit an experienced and enthusiastic eLearning Producer to help us create and launch a new eLearning platform which will enable more professionals to access our valuable training materials.

For many years Sands has been leading the way with delivery of bereavement care training and now we have ambitious plans to enhance our training offer with a new eLearning platform. The intention of the platform is to provide accessible and engaging learning content for professionals and volunteers.

This new post is part of our Training and Education team, and will provide the postholder an exciting opportunity to be involved in the eLearning project from inception to launch.

We are looking for someone who has experience of producing highly engaging & interactive eLearning on a Learning Management System (LMS) platform. The role requires working collaboratively with the LMS project team to scope user needs and training objectives, then produce eLearning modules that are relevant, evidence based and in line with Sands' other educational materials. A creative imagination and an in-depth understanding of digital learning are therefore required to translate our emotional subject matter into inspiring eLearning.

With excellent communication and relationship-building skills, you will be able to demonstrate a highly-organised approach and be able to work on multiple projects and meet tight deadlines.

## To apply:

---

Please submit your CV, together with a supporting statement that demonstrates how you meet the criteria in the person specification to [recruitment@sands.org.uk](mailto:recruitment@sands.org.uk). Please also complete the Diversity and Equality Monitoring Form and send this with your application.

**Closing date for applications : 16<sup>th</sup> April 2023**

**Interview Date: w/c 8<sup>th</sup> May 2023**

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **Interviews will be held online.**

# Job Description

---

<b>Job Title:</b>	eLearning Producer
<b>Responsible to:</b>	Head of Training and Education
<b>Contract:</b>	Fixed Term Contract until March 2025
<b>Location:</b>	Home working
<b>Hours:</b>	17.5 hours per week
<b>Salary:</b>	£16,625 per annum (£33,250 FTE) plus £156 Home Worker Allowance per annum (£312 FTE)

---

## **Key Responsibilities**

1. Produce impactful, engaging, and inspiring eLearning modules for launch on a new learning management system (LMS)
2. Work collaboratively with the LMS project team to scope user needs and training objectives, then produce eLearning modules that are relevant and evidence based
3. When launched, ensure that eLearning is regularly refreshed and updated to ensure it remains current and consistent with Sands other educational resources

## **Principal tasks**

- Design, build and maintain highly engaging & interactive eLearning for an LMS platform to enhance the learning experience for Sands training participants
- Build eLearning modules for key distinct audiences, workplaces, volunteers, healthcare professionals and Sands staff
- Use wireframes, storyboards, concepts, mock-ups for review and sign off by the project team
- Take ownership for aspects of the LMS project, including a process for eLearning module creation and obtaining sign off
- Carry out quality assurance and liaise with the Technology and Data team to identify, troubleshoot and resolve any technical issues
- Work with the engagement team, in particular the Content Creator in the design team to contribute to the creation of new educational materials such as films, animations, and other resources to be hosted on the new LMS system
- Collaborate effectively with the LMS project team, communicate with confidence and proactively contribute ideas to help make the project a success

- Prioritise effectively and work on multiple project deliverables with varying deadlines
- Keep up to date on industry best practice, latest trends and progression in platform and eLearning content development
- Collaborate with the Training and Education team to ensure the eLearning modules complement, and align with, other Sands training and educational materials
- Implement a cycle of review and refresh of eLearning to ensure that it remains current and incorporates feedback from users and stakeholders

### **General tasks**

- Undertake any other duties commensurate with the role as required by the Head of Training and Education, Director of Research, Education and Policy, Chief Executive and Board of Trustees
- Contribute to the successful delivery of Sands core aims and always promote the Sands vision and values
- Work flexibly with other members of staff and team
- Maintain a high level of confidentiality and professional conduct
- Abide by all Sands Policies and Procedures
- Undertake all mandatory training as required
- Be familiar with matters relating to Health & Safety Management, affecting themselves, their department and the organisation as a whole

This job description is not contractual and liable to change over time



# Person Specification

---

Skills and Experience		
Importance	Criteria	Assessment
Essential	Experience of building impactful and interactive eLearning on an LMS platform	Application and interview
Essential	Experience of using prototypes, wireframes, storyboards, concepts, mock-ups for review and sign off	Application and interview
Essential	Experience of capturing / monitoring LMS user evaluation and implementation of feedback to ensure high levels of user satisfaction	Application and interview
Essential	Experience of using a range of IT packages, including PowerPoint, MS Teams, Zoom, Word, Outlook and Excel	Application and interview
Essential	Knowledge of user-centric thinking to inform the creation of engaging eLearning modules	Application and interview
Essential	Experience of working with stakeholders to capture ideas and suggestions for eLearning content	Application and interview
Desirable	Knowledge of adult learning theory and appropriateness of eLearning methods	Application and interview
Desirable	Experience of managing the developing content that meets accessibility standards such as WCAG	Application and interview
Desirable	Working knowledge of bereavement care, bereavement support, grief, and compassionate communication skills	Application and interview
Desirable	Experience of producing digital learning resources	Application and interview
Desirable	A primary degree or professional qualification in a relevant subject	Application and interview
Desirable	Experience of teaching or delivering training to adult learners	Application and interview

<b>Core Competencies</b>		
<b>Criteria</b>		<b>Assessment</b>
Essential	An ability to translate theory into engaging eLearning modules	Application and interview
Essential	Excellent communication and relationship management skills, with the confidence and ability to contribute ideas and proactively communicate issues to stakeholders	Application and interview
Essential	Excellent attention to detail and accuracy	Application and interview
Essential	Ability to work on multiple projects and work to various deadlines	Application and interview
Essential	Ability to take a proactive approach to solving issues and to obtaining agreement or sign off	Application and interview
Essential	A creative imagination to translate emotional subjects into engaging and inspiring eLearning	Application and interview
Essential	Confident to work both independently and collaboratively, with the project team	Application and interview
Essential	An open mind and willingness to learn and grow within this new important role for Sands	Application and interview
Essential	Empathy with Sands' aims, and comfortable working with bereavement as a subject matter	Application and interview