



JOB DESCRIPTION

Title:	Online Learning Officer (Maternity Leave Cover)
Location:	Cliff College or remote, by agreement
FTE:	0.6 FTE (21 hours per week, to be worked over 5 days)
Salary:	£15/hour (£27,300 per annum pro rata)

Description of role:

We are looking for an organised, proactive and digitally confident Online Learning Officer to join the Cliff College team on a part-time basis (21 hours per week) for a maternity cover role. This significant role manages our TheologyX online learning platform, helping to develop engaging online courses while providing training and technical support to learners and colleagues. The role holder will work collaboratively with staff and partner organisations to deliver an excellent online learning experience. This is an exciting opportunity for someone with experience and expertise in virtual learning environments, excellent communication and organisational skills, and a passion for supporting the learning journey of others through the thoughtful design, creation and delivery of engaging online learning experiences, as part of the mission and ministry of Cliff College.

Our vision:

Simply put, in the widest view, Cliff College looks for a world in which *the joyful news of God's kingdom is experienced everywhere by everyone*. This big, universal picture is consistent with our theological posture as a Wesleyan-Methodist institution, expressed in our historic motto: 'All for Christ, Christ for All'.

In order to see this vision become a reality, Cliff College has a core purpose, which is *to inspire and equip ambassadors of the joyful news of Jesus*. Expressed within the language of our core constituency, this purpose is *to energise the Methodist people to be a growing and evangelistic Church*.

Our part, as Cliff College, in purposefully working towards this vision, with all who choose to partner with us, is *to be a dynamic catalyst for the transformation of God's people as ambassadors of joyful news*.

Purpose of role:

- To **maintain the College's online learning platform**, both for College users (CliffX) and for external partners (TheologyX and dependent instances)
- To **support the delivery of online learning opportunities** in collaboration with staff colleagues and external partners

Main responsibilities:

1. **To manage the TheologyX platform**
 - a. Liaising with external providers to ensure the stability and functionality of TheologyX (and dependent instances)

- b. Managing the various instances of TheologyX to ensure their smooth functioning
- c. Creating user accounts as required for TheologyX and its instances, including ensuring relevant permissions are set up and regularly reviewed

2. To support the users of TheologyX

- a. Providing guidance and resources to induct and support users
- b. Providing training for staff that promotes the use of features and integrations that enhance engagement for learners
- c. Providing first-line and second-line support for users, escalating to third parties where required

3. To deliver online learning products

- a. Liaising with staff and external partners to promote the development of appropriate online learning content
- b. Coordinating online course creation and building
- c. Ensuring a timely release of courses, by monitoring and managing capacity and workload

4. To maintain relationships with the community of organisations using TheologyX for theological education and missional training

- a. Maintaining partnerships with external organisations through support and communication
- b. Generating contracts and invoices for external organisations as required

5. To play an active role in the life and mission of Cliff College

- a. Participating in the College's rhythm of prayer, worship and community life, as agreed
- b. Contributing to key College events, such as Graduation and Festival
- c. Engaging proactively with colleagues and College structures to help cultivate a healthy, flourishing organisation

6. To complete any other reasonable duties, as required by your line manager, including professional development

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Qualifications and education	Undergraduate degree	Qualification/training in theology and/or mission	A, Q
		Qualification/training received through online learning	
Experience	Experience of online learning using virtual learning platforms	Experience of OpenEdX platform	A, I, E
		Experience of integrated LTIs in a learning environment	
		Experience of course building within a VLE	
	Experience of providing support to customers/clients/students	Experience of troubleshooting basic technical issues	A, I, E
		Experience of delivering training in person and online	
Skills and competencies	Excellent verbal and written communication skills	Proven ability to manage supplier and client relationships, ensuring high levels of service, communication, and satisfaction	A, I
	Strong digital literacy skills, including the effective use of Microsoft 365 applications	Proven skill in online learning, as both a user and an administrator/course builder	A, I, E
	Excellent organisational skills, with the ability to prioritise workloads and manage multiple tasks effectively		A, I
	Excellent attention to detail, ensuring accuracy and quality in all aspects of work	Proficient and creative in digital design	A, I
Personal attributes	Fully in sympathy with and supportive of the ethos and charisms of Cliff College	Enthusiastic about the possibilities of online learning within theological education	A, I
	Committed to promoting equality, diversity and inclusion, and to respecting and valuing every individual within the life and work of the College		A, I
	Flexible approach to working arrangements, with the ability to		A, I

	adjust working pattern to support service delivery		
	Willingness to play an active role in the life of Cliff College (onsite and/or online)		A, I

Evidence: A - Application Form; I - Interview; E - Exercise; Q - proof of qualification

Contract type	Part time, temporary maternity cover
Start date	1 September 2026, to end at conclusion of maternity cover
Location	Cliff College or remote
Working hours	21 hours per week, with possibility for additional hours as agreed for project work
Working pattern	Hours to be worked flexibility, to an agreed pattern, ensuring some daily cover for support emails Monday-Friday
Rate of pay	£15/hour. (£27,300 per annum pro rata)
Annual leave	- Years 1-4: 33 days inclusive of public holidays; - Years 5-9: 36 days inclusive of public holidays; - Year 10 onwards: 38 days inclusive of public holidays. Annual leave is calculated pro-rata for part-time employees.
Required working	- Cliff College annual Festival (dates TBC each year). - Cliff College Graduation (dates TBC each year).
Pension	There is a defined contribution pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Right to work	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom.
Probation Period	Offers of employment are conditional on the satisfactory completion of a 3-month period of probationary service. We reserve the right to extend this to a maximum of 5-months if it is felt necessary to do so.
Training	There may be the need for extra training, relevant to the role and the requirements of the College and the Methodist Church. All training will be undertaken during contracted hours or recorded as time off in lieu (TOIL).

GENERAL INFORMATION

Recruitment Support and Adjustments:

If you have any questions about our hiring process, please email m.foulkes@cliffcollege.ac.uk using the subject line "Recruitment Support" so we can get back to you as quickly as possible. We are committed to being an inclusive employer. If you require any reasonable adjustments or accommodations due to a disability, neurodivergence, or health condition, please let us know how we can best support you during the application or interview stage.

Experience, Knowledge, and Skills:

The person specification lists the requirements for this post. To ensure a fair process, our shortlisting panel will only consider information written directly on your application form against these criteria. Please note that CVs will not be used to make shortlisting decisions.

Right to Work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom, as required by the Immigration, Asylum and Nationality Act 2006. If an employment offer is made, you will be asked to provide official evidence of your entitlement before starting.

References:

All job offers are conditional upon receiving satisfactory references. One referee must be your current or most recent employer, and the second should be from a previous, relevant work experience. Both referees must be able to comment on your suitability for this specific role.

Criminal Convictions:

Anyone who applies to work with us will be asked to disclose details of any unspent convictions during the recruitment process. Having a criminal record does not automatically bar you from working with us; it depends entirely on the nature of the job and the conviction.

Equality, Diversity, and Inclusion: Our aim is to have a workforce that reflects the diverse talent and abilities within our communities. In line with the Equality Act 2010, recruitment decisions are made solely on the basis of ability and merit, except where an explicit Occupational Requirement applies.

Data Protection: The information you provide will be held in the strictest confidence and processed in line with our [Privacy Policy](#). By submitting an application, your data will be managed securely in accordance with these guidelines.