



## **OUR VALUES**

***We provide life-affirming mental health support and gold standard counselling training, regardless of financial, health or life situation, ability, gender, sexuality, race, colour or culture.***

***Our clients and students are at the heart of everything we do. We stand for autonomy, choice and respect for all, and are proud of our people, who work tirelessly to provide a beautiful environment and a safe, boundaried, and ethical workplace.***

***We embody our commitment to sustainability and creativity by being accountable for our words and actions, rewarding curiosity and openness, and giving each-other honest feedback and encouragement.***

## **Moodle Programme Support Assistant – Job Description.**

The Banbury Counselling Academy is seeking a Moodle Programme Support Assistant to support the Academy Programme Manager in the day to day running of their LMS – Moodle and other associated tasks and projects. The principle aim of this role will be to act as the gatekeeper for curriculum content (level 2 – 6) and our LMS, Moodle, so as to provide a seamless, high quality learning experience from beginning to end.

**Salary: £29, 400**

**Time commitment: 8 hours per week**

**Reporting to: Academy Programme Manager**

**Work location: Hybrid**

### **Responsibilities include:**

- Supporting the Academy Programme Manager to develop, maintain and monitor the course curricula on the Moodle platform.
- Providing Moodle support for the delivery of all levels of counselling training
- Providing support for the development, management and quality assurance of the Moodle platform

### **Specific duties include:**

- Collaborate with Academy Manager and External consultant to maintain the Moodle platform for 200+ users.
- Set up, manage, and monitor user accounts.
- Upload and update course materials in line with curriculum decisions made at the annual tutor meeting.
- Ensure that hand in areas and document release dates are in line with term dates.
- Support users on a day-to-day basis (first-line support)
- Ensure Moodle and curriculum content is kept up to date and clean.
- Support with GDPR and data compliance
- Support with user Moodle training and help with production of training guides.
- Help develop and manage administration support materials.
- Provide Moodle management reports.
- Support with the annual rollover process



**Person Specification:**

- Good knowledge of LMS systems – desirable
- Good knowledge of CPCAB curriculum
- Experience of developing and quality assuring online learning programmes
- Confident with excellent written and spoken communication skills.
- Professional manner and presentation
- Computer literacy – competency in Microsoft Outlook, Word, Excel and PowerPoint essential
- A keen interest in all aspects of counselling and training
- A flexible approach with regards to daily tasks

**Closing date: Friday 1 December 12 noon**

**Interview date: Tuesday 11<sup>th</sup> December**

**Equal Opportunities:** As a humane, value-based organisation providing qualifications relating to human relations, the Banbury Counselling Academy (BCA) is committed to promoting equal opportunities in all aspects of its work. BCA promotes equal opportunities within all its provision and for all its students as well as with its own employees and recognises the benefits of valuing people from diverse and different backgrounds.