



E-Learning Educational Consultant -
Freelance Role

With

Strike a Light – Arts & Heritage CIC



Context

Strike a Light – Arts & Heritage is a Community Interest Company which creatively explores heritage through life stories, project themes and local memories with diverse audiences. We celebrate our 10th anniversary this winter.

Based in Brighton, we work flexibly across the UK to deliver training, consultancy, and projects - both funded and commissioned. Our diverse portfolio offers something for everyone, engaging a wide range of groups and individuals in activities. We are unique in utilising reminiscence, creativity and archive material to blend culture and history.

We create projects engaging a wide range of groups including schools, older people, intergenerational participants, and clients in creative and heritage activities, encouraging engagement and outreach, whilst exploring memories and archive material.

We creatively explore people's life stories and local memories specifically heritage and cultural practices through projects with diverse outcomes including books, films, performance and sharing memories.

We do this through inclusive activities, accessible exhibitions, books, reminiscence and oral history, heritage, arts and crafts, and strategically with: Audience development, evaluation, learning plans and schools' engagement.

We offer training, consultancy, and partnerships to enable the exploration of tangible and intangible heritage. Our work involves partnership working, engaging community groups and hard to reach sections including older people, intergenerational participants, children and young people and BME groups.

Brief

We are in the process of exploring and delivering revised versions of work to our existing audiences in an accessible way. This includes accessing training/support and creating new digital resources/courses, so new iterations of our current training packages are available.

COVID-19 has meant that we have been forced to cancel training and projects which we would usually deliver to our clients. These course participants include students, volunteers, groups (which includes older people, BME groups and schools), museums, local authorities, and libraries. The training we deliver includes oral history training, reminiscence, and object handling training and is our main current source of unrestricted funding.

To engage our audiences in new accessible ways, we will develop training into online versions for participants and clients - delivered through online platforms and our website, to continue offering free



(funded) projects and expand our reach using digital developments, with our existing focus on intangible heritage, community memory and cultural practices that might otherwise be lost.

We will use this to create new online projects collecting oral histories of local people and their experiences at a point when these kinds of projects have been halted due to technological issues. To do so, we must develop our digital capacity.

To continue engaging our hard to reach audiences, we need to source alternative income streams whilst utilising existing skills and knowledge to deliver our training. Doing so will build resilience and sustainability in our organisation whilst offering a new approach to our activities, thus remain relevant and open to all.

Role Description

Strike a Light – Arts & Heritage is looking for a short term freelance online education consultant (e-learning) to support our organisation to deliver teaching and learning strategies online.

We seek someone who can engage with us to create a pilot online training scheme which will be delivered between January - February 2021, and who has the experience, knowledge and confidence to do so in a way that means Strike a Light – Arts & Heritage is able to deliver this online in a professional way.

Person Specification

As an e-learning education consultant you'll:

- be able to proactively identify and respond to the needs of Strike a Light – Arts & Heritage's training priorities
- be able to gather, disseminate and share best practice on e-learning
- work with us to solve our training needs
- be able to present your ideas and solutions in an effective way
- use, develop and support assistive technologies
- understand jargon, acronyms and specialist vocabulary within an e-learning education setting
- understand how to work with clients and organisations
- work to a professional code of ethics and remain impartial
- Extensive knowledge and understanding of the heritage sector
- Excellent written and communication skills
- Comprehensive IT skills

Responsibilities:

Strike a Light – Arts & Heritage CIC

<https://strikealight.org/>
contact@strikealight.org



- Attending a series of consultative meetings
- Creating a recommendation report about our pilot online training course
- Supporting the development of a series of four online training sessions
- Supporting the development of our online teaching and learning materials
- Feedback about the pilot once tested

Timeline

- Friday 11th December 10am – Zoom meeting with Strike a Light – Arts & Heritage & consultant
- 18th December - Recommendation report created by educational consultant
- 22nd Dec 2020 and 12th Jan 2021 – Zoom meetings with Strike a Light – Arts & Heritage & consultant
- December 2020- February 2020 – Brief e-mail discussions with Strike a Light – Arts & Heritage & consultant
- 9am 11th February 2021- Feedback to Strike a Light – Arts & Heritage regarding pilot online training course

Fee

This is a short term freelance role, and the successful candidate would be responsible for their own tax and national insurance.

We estimate this work will take between 3-4 days between December 2020 and February 2021. We have allocated £500 at £20 per hour for this role.

In return for the successful completion performance of this contract, Strike a Light – Arts & Heritage will pay this fee on the presentation of a valid invoice on 11th February 2021.

How to apply

Please send a copy of your CV and a covering letter responding to the person specification to Nicola Bengé – Creative Director of Strike a Light – Arts & Heritage – contact@strikealight.org by or before **9am on 30th November**.

The successful candidate will be notified on **4th December 2020**