

E-Learning Course & Portfolio Manager

CONTACT DETAILS

Please fill out the contact details below in order to facilitate communication.

Name:	Surname(s):
Nationality/ies:	Address:
Email:	Mobile:
Gender:	Mother Tongue/s:

SECTION 1: ELIGIBILITY

Please respond to each statement below with only a Yes or No entered in the third column.

ELIGIBILITY	STATEMENT	CONFIRM
Nationality:	Be a national of an EU Member State or an EFTA state ¹ ; Or have a work permit to work in Spain.	
Citizenship Obligations:	I can provide a certificate of good conduct (confirming the absence of any criminal record).	
Languages:	Excellent written and spoken English (C1) and one or more additional European languages preferred.	
Education:	Master's Degree in Media Pedagogy and Production, or equivalent training or working experience. Demonstrable knowledge regarding online course development, production and management utilizing a variety of modern methodologies and tools.	

¹ EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.



<p>Sector experience:</p>	<p>At least 2 years of experience managing/overseeing the development of e-learning course portfolio(s) with a proven track-record of overcoming impact (number of learners) and/or financial (revenue generation) objectives.</p> <p>At least 5 years of experience directly designing, developing, delivering, and operating online learning programmes. Experience in e-learning and online training programmes and courses, that are preferably: asynchronous, revenue-generating, open, for professionals/executives.</p>	
<p>Operational experience:</p>	<p>Demonstrable experience of working at strategic and operational levels, on the development and monetisation of new e-learning B2C services and features.</p> <p>Experience with managing different LMS platforms (Moodle, Wordpress, Coursera, EdX, FutureLearn, other proprietary platforms, etc.) and operating SCORM standards.</p>	



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SECTION 2: COVER LETTER

*Describe specifically how your experience matches the skills defined in the job description for the **E-Learning Course & Portfolio Manager**. Use examples to illustrate your competencies. This should be no more than 2 pages.*

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SECTION 3: CURRICULUM VITAE

Please cut and paste your most recent CV limited to 3 pages.

