




Application deadline: 27 April 2022

# E-Learning Production Coordinator

## ABOUT EIT URBAN MOBILITY

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.

	<p>We create systemic solutions that will <b>move people around the city more efficiently and free up public space.</b></p>
	<p>We bring all <b>key players in urban mobility together</b> to avoid fragmentation and achieve more.</p>
	<p>We engage <b>cities and citizens from the word go</b>, giving them the opportunity to become true agents of change.</p>

## ABOUT ACADEMY

Our Academy is a collaborative arena for lifelong learning, helping to build critical capabilities for innovation and transformation. We are training the next generation of urban mobility practitioners, needed by the urban mobility ecosystem of the future.

Our programmes are intersectoral, interdisciplinary, international, and entrepreneurial.

Within the Academy, the Competence Hub offers intensive programmes on hot topics in urban mobility and transport to work with professionals from different sectors, such as project managers, engineers, city executives and entrepreneurs, co-created by our partners in various locations in Europe. This lifelong learning

initiative uses a variety of formats including light online material in a web-TV channel, online courses, in-project training, and co-creation work, as well as more conventional face-to-face seminars. It aims to train 50,000 people per year and to reach a total of 500,000 people per year through its online offers.

The different types of learning experiences we provide are the following:

- **EIT Urban Mobility Academy WebTV:** The WebTV is a compilation of short videos (2 to 10 minutes) produced and diffused on a regular basis. The aim of the WebTV is to connect with a high volume of urban mobility professionals from all sectors, by producing videos that provide short/introductory answers to the many questions they ask themselves when facing new professional challenges or responsibilities.
- **Short Online Courses (SOCs):** The short online courses (45 minutes to 5 hours) are developed around the WebTV topics that gain most attraction or sustainable mobility topics for professionals that are not covered by existing training programmes and institutions. These courses provide compelling introductory learning contents on important urban mobility issues, trends, tools, etc.
- **Massive Open Online Courses (MOOCs):** We also offers a second category of online courses, our “MOOCs for professionals” (10 to 20 hours to fully complete, over a period of a few weeks/months). These longer and more comprehensive online trainings provide more advanced, detailed and academically rigorous content and training activities, yet maintaining a strong hands-on and applied focus that urban mobility professionals are looking for.
- **Face-to-face synchronous courses (F2F):** These courses can either be on site, online or blended, and are custom-built for specific organisations or communities of learners. They are made available at a cost and are designed to be replicated/scaled all over Europe. We build them in collaboration with leading European universities, research centres, consultancy firms and experts.

More information on the Competence Hub: <https://www.eiturbanmobility.eu/competence-hub/>

## ABOUT THE JOB

The **E-learning Production Coordinator** will report to the Head of the Competence Hub and work in close relation with the E-learning Course Manager. He/she will be involved in the production and maintenance of the Competence Hub’s entire online course portfolio (SOCs, MOOCs, online components of blended F2F Courses), the administration of the Competence Hub’s different LMS platforms/accounts, as well various back-office activities related to the delivery and analytics of these courses.

Tasks and responsibilities include:

- Administrating our e-learning platform and accounts. The Competence Hub is currently hosting 20+ SOC and MOOCs on the WordPress-based LMS [www.urbanmobilitycourses.eu](http://www.urbanmobilitycourses.eu). It also hosts SOC and MOOCs on FutureLearn (in some cases through its own account and in some cases through partner

accounts) as well as MOOCs on Coursera (through partner accounts). Additional new courses (between 10 and 15) will be developed on these platforms on a yearly basis.

- Overseeing/managing current courses and uploading/delivery of new courses on the WordPress platform/FutureLearn/Coursera, as well as operating these platform/accounts on a daily basis (interaction with participants/platforms/e-learning agencies/content-providers, course/participant data-analytics, administration of learner surveys, etc.).
- Supporting Competence Hub partners/providers in producing and uploading learning content on these platforms, whenever necessary.
- Supporting the E-learning Course Manager in improving our different platform experiences by developing/implementing new functionalities and possibly identifying a new LMS platform and new e-learning providers to work with.
- Supporting the production of any kind of digital content (text, video, audio, interactive) for all our courses by providing technical guidance and ensuring that our quality standards and guidelines are followed during production and postproduction.
- Managing our media kits (one studio kit and 4 portable video kits) and their inventory. Supporting the E-learning Course Manager in the sourcing/purchase/delivery of all digital equipment (software, hardware, licenses, etc.) needed to produce and deliver e-courses and blended F2F courses.
- Day-to-day responsibilities for project monitoring and management. Monitoring of KPI's and milestones, reporting to the Head of the Competence Hub. Regular reporting on the progress of the activities, the fulfilment of the deadlines, the production of output, issuance of the deliverables and the consumption of resources.
- Ensuring optimal synergies with other initiatives from the Academy Master School and Doctoral Training Network and the rest of EIT Urban Mobility.

The position will be based in Barcelona office.

The job is a **permanent and full-time position**.

No relocation expenses are assigned.

## THE PERSON WE ARE LOOKING FOR

We put a high value on your individual qualities and we are looking for someone who strives for making a difference together with other people:

The ideal candidate will have the following skills:

The ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a passionate and "can do" attitude. Below additional experience and skills we are looking for:

- Previous working experience(s) in managing e-learning courses and operating LMS platforms, preferably WordPress, FutureLearn and Coursera.
- Previous working experience(s) in the administration of courses, preferably e-courses and blended F2F courses.
- IT/technical back-office knowledge: LMS platform management, e-learning content/module management, analytics, database, web development, UX, etc.
- Strong organizational skills, particularly in a media production environment.
- Committed, proactive, collaborative mindset and ability to meet deadlines.
- Motivation to work in fast-moving, innovative environments.
- Team player who can work independently.

## GENERAL CONDITIONS

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Spain;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

## EDUCATION

- Academic background in IT/e-learning or equivalent training or working experience.
- Fluent in English, additional European languages are a plus.

## OUR OFFER

- Permanent and Full-time position.
- Possibility to homework up to 2 days a week.

## APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given.
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

- Format: Save your completed application form in **one single file** in either PDF or Word format.
- File name: Name the file according to the model “*EITUM\_last name\_first name*”. For example, Joanna Smith would name the file, *EITUM\_Smith\_Joanna*.
- Email title: The subject field should read “*E-learning Production Coordinator. HR093-2022*”.
- Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

**Deadline for Applications: 27 April 2022**

**Data Protection Disclaimer**

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).