

**EDUCATION
FOR
INDUSTRY
GROUP**

**JOB DESCRIPTION PACK 2026
DIGITAL LEARNING TECHNOLOGIST**



JOB AT THE EFI

Job Title:	Digital Learning Technologist
Division:	Education for Industry Group
Level:	Coordinator Level
Accountable to:	Administrative and Special Projects Manager
Key relationships:	Higher Education Team, Further Education Team, Delivery & Delivery Support Teams, Curriculum Team, Student Services Team, QAE, Registry Team, Professional Services Teams and Students
Grade:	Coordinator Grade
Hours:	Full-Time, 37 hours per week (Monday to Thursday 9.00am to 5.30pm and Friday 9.00am to 5.00pm) Permanent
Location	Fashion Retail Academy, Electra House, 84 Moorgate, London, EC2M 6SE

About Education for Industry Group (EFI)

Education for Industry Group (EFI) is a charity that specialises in the creation and operation of industry-led specialist education & training, and its full ecosystem to deliver highly skilled, job-ready graduates to the sectors it serves. With a mission to transform lives, careers and industry through the creation and delivery of specialist education and training.

Our brands are united by a common goal to create and deliver outstanding vocational and academic education in partnership with industry, each division operates independently while accessing centralised functions across Marketing, Finance, Operations and Student Services.

Our current brands include:

	Born out of the industry in 2005 we are a specialist industry-led college that forecasts and meets the talent pipeline needs of fashion and retail industry.
	Created in 1997 and acquired by EFI Group in 2024, we are a specialist college that meets the talent need of the beauty industry.
	Specialist workforce development training provider offering customisable in-service training and development including Apprenticeships.
	Founded in 2019 we are End Point Assessment and qualification development specialists.

The job description should not be regarded as exclusive or exhaustive. It is intended to be a summary outline of the current areas of activity, and it may be subject to modification from time to time as necessitated by the changing needs of the EFI.

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Education For Industry was established in 2024 with a clear-cut objective: to reshape lives, careers, and industries through specialised educational training. Our belief is rooted in the notion that industry-specific education fosters seamless connections between individuals and businesses, driving efficiency like no other.

With a proud alumni network exceeding 20,000 graduates across various sectors including fashion, retail, beauty, and hairdressing, we've been instrumental in nurturing top-tier talent. Our partnerships with esteemed brands ensure that our curriculum is enriched with real-world industry insights, enhancing the learning experience.

At Education for Industry, we are staunch advocates of inclusive education, firmly believing that everyone deserves access to opportunities, irrespective of background or circumstances. We are committed to breaking down barriers, promoting equality, and ensuring fair access for all students. Our core mission revolves around enhancing student engagement, retention, and progression, driving us forward with unwavering dedication.

About the role

The Digital Learning Technologist is responsible for supporting the effective delivery of digital learning across the organisation, ensuring that Virtual Learning Environments (VLEs) and learning management systems are well-structured, accessible, and aligned with curriculum needs.

You will work closely with curriculum and delivery teams to develop and maintain high-quality digital learning content, manage course setup within platforms such as CANVAS, and provide training and support to staff. The role plays a key part in enhancing the learner experience by promoting the effective use of digital technologies in teaching, learning, and assessment across the EFI Group.

You will also contribute to the on-going development and improvement of digital learning systems, supporting innovation and ensuring that platforms remain user-friendly and accessible.

Key Accountabilities

- Create course templates to provide easier administration within CANVAS and other digital platforms.
- Manage the process for the development of digital learning content from start to finish, working to project deadlines.
- Work collaboratively with academic and professional services teams to align learning technologies with curriculum goals and institutional priorities.
- Champion the effective use of digital learning platforms to support teaching, learning, and assessment.
- Oversee the governance and maintenance of EFI's Virtual Learning Environments, ensuring consistent course setup, user access, and content management.
- Support delivery staff with the adoption and actioning of CANVAS and other digital platforms.

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Key Responsibilities

Digital implementation and maintenance

- Provide training and ongoing support for new and existing delivery staff on digital platforms.
- Administer new courses, staff, learners and cohorts within the LMS platform.
- Troubleshoot issues and provide first-line support to staff in using digital platforms for teaching, learning, and assessment.
- Create and maintain reusable VLE templates, guides, and resources that support high-quality and accessible content creation.
- Ensure all digital learning content meets expectations for quality, accuracy and accessibility.
- Conduct methodical user testing and respond to feedback.
- Ensure that the LMS platform remains easy to use, navigate and is accessible to all learners.

Collaboration and communication

- Work closely with curriculum and delivery staff to ensure that the learning management platform is meeting requirements and is being utilised to a high level.
- Engage with internal teams including IT, programme managers, and professional services to ensure seamless integration of digital learning systems.
- Support delivery staff in selecting and using appropriate technology to support content-specific learning objectives.
- Support with continuous curriculum development alongside the curriculum team

On-going Development

- Assist in integrating new technologies to enhance student engagement and support learning outcomes.
- Review and propose new emerging digital technologies that may have benefit to the learner experience.
- Explore and evaluate new tools and approaches that have the potential to enhance teaching and learning.

In line with all staff

- To act in the interests of the EFI at all times
- To support the delivery of the EFI's strategy as it relates to this post
- To perform any other duties consistent with this position as may from time to time be assigned to you by the CEO and Principal or its designate, or as may reasonably be required anywhere within the EFI
- To be committed to your own development through the effective use of the EFI's performance review and staff development processes
- To work collaboratively with the wider business and support the work of the curriculum delivery, professional services and support functions teams as may reasonably be required in the delivery of the EFI's strategic plans
- **Safeguarding.** Comply at all times with the EFI's safeguarding policy and play an active role in maintaining and promoting students' safety, security and well-being in their learning environment

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- **Equality and diversity.** To be committed, adhere to and promote the EFI's Equality and Diversity policy at all times
- **Health and Safety.** Comply with and raise awareness of health and safety in line with EFI policy and procedures
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all EFI's policies, procedures and guidelines with respect to the collection, processing, storing and sharing of all personal information as it relates to this position to comply with the GDPR

Person Specification

Knowledge, Experience & Skills

- Demonstrable experience in supporting the design and delivery of high-quality, inclusive digital learning experiences across a range of learning platforms, with a strong focus on accessibility and pedagogy.
- Ability to monitor effectiveness of resources and test usability and access.
- Good understanding of how web based, mobile and multimedia technology can enhance teaching learning and assessment.
- Experience supporting with digital learning projects, with a clear ability to collaborate across academic and professional services teams.
- Strong problem-solving mindset, with a proactive and innovative approach to digital learning challenges.
- Hands-on experience with front-end operational management of VLEs (preferably Canvas), including course creation, structure, access controls, and troubleshooting.
- A solid grasp of user experience design principles, and an appreciation for staff and student needs when introducing or evolving digital tools and workflows.
- Able to prioritise workload, manage competing demands, and work effectively to tight deadlines.

Desirable

- Experience designing and delivering digital training sessions, guidance materials, and support resources for diverse users.
- An understanding of the role digital learning plays in supporting the entire student lifecycle, from curriculum design through to assessment and feedback.
- Experience implement and improve learning technology systems (e.g. VLEs, H5P, Padlet, Turnitin) to enhance teaching, learning, and assessment across academic programmes.
- A keen interest in educational innovation and continuous improvement, with a commitment to enhancing student experience and learning outcomes

Education and qualifications

- Minimum of a Grade C/4 in English & Maths GCSE (or equivalent).

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More Information/Contact us

To arrange an appointment for an informal discussion about the role and our organisation please email recruitment@efigroup.ac.uk

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