



Volunteer Role Description E-learning Intern

Reports to

Emer Nowlan - Head of Education and Network Development

Support and supervision

Sarah Williams - Volunteer Officer

Overall purpose of the role

This role will support the development and delivery of online Summer Courses and other e-learning resources for primary and second-level teachers and parent groups.

Keys areas of work

- Assisting in the development, updating and improvement of multimedia and other learning content
- Uploading content to Educate Together's Moodle learning environment and the Think&Act website
- Assisting in the improvement of the design and usability of Educate Together Moodle learning environment and the Think&Act website
- Assisting in the administration and maintenance of Educate Together's online resources (Moodle and Think&Act) and summer courses
- Assisting in the development of e-learning resources for national office staff

Note: The volunteer will work with Educate Together under the terms outlined in the volunteer policy and will be asked to sign a volunteer agreement form.

Skills

The volunteer required for this role must:

- have a good knowledge of eLearning as used for Continuing Professional Development
- understand the needs of adult learners in an online environment
- have some understanding of the Educate Together network and ethos
- be able to create, adapt and improve video, audio and other eLearning content
- have some experience of working with Moodle, Wordpress and/or other similar tools
- have good communication and ICT skills
- have good administration skills

Place of Volunteering

The National Office of Educate Together, Dublin 12.

(after an initial induction there may be scope for some home working)

Hours of work

24 hours/week (10am - 4pm, 4 days/week).

Duration of Internship

6 months: March - September 2012

Remuneration

This is an unpaid internship.

Limited travel and subsistence expenses will be reimbursed.

To apply for this role, please send a CV (max. 3 pages) and letter of application to sarah.williams@educatetogether.ie by 5pm Tuesday 20th March 2012

For more information about the role email Sarah or call her on 01 429 2500

Some possible benefits of Volunteering for this role

- an opportunity to significantly contribute to the national development of Educate Together
- work directly with the Education and Network Development teams
- develop and implement new ideas to support teachers in Educate Together schools, as well as parents campaigning for new schools
- improve skills in developing online and multimedia learning resources
- improve skills in developing online teaching and learning courses and tools