

# JOB DESCRIPTION

## eLEARNING CONTENT DEVELOPER



<b>Job title</b>	eLearning Content Developer
<b>Reporting to</b>	DPO Operations Manager
<b>Job location</b>	Home based with occasional Ipswich office meetings
<b>Employment status</b>	Permanent, full-time is preferred but we would consider part time for a suitable candidate

### ABOUT US

The **DPO Centre** is a data protection compliance consultancy formed in the UK in 2017. We provide outsourced Data Protection Officers, privacy consultancy services and GDPR representation to over 600 organisations globally. The DPO Centre group consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin and The DPO Center B.V in The Netherlands, together with a network of representation offices throughout the 27 EU Member States.

### OUR CULTURE

Our mission is "To inspire and develop one remarkable team, that delivers the extraordinary", which supports our '#OneTeam' philosophy. Contact with the other members of our team will be frequent, as are the opportunities for team social activities. This therefore not only fulfils our commitment to exchange knowledge, share experiences, improve our processes and constantly improve on the best practice framework employed with our clients, but also to ensure that our new recruits quickly become integral to our motivated, sociable, and connected team.

### WHY JOIN THE TEAM?

We offer the opportunity to work in a dynamic, varied and challenging role, alongside a group of like-minded and motivated professionals, within a structured, organised and coordinated team.

As a learning organisation, we provide training, shadowing opportunities and personal development to our employees.

### OUR PEOPLE

Within The DPO family we have bakers, skaters, bike riders, avid readers, ultra-runners, budding photographers, keen travellers amongst others. Our team comes from all corners of the world, New Zealand, Argentina, Mauritius, Mexico, South Africa to name a few. Please see for yourself on [our team](#) page.

## COMPENSATION

- £40,000-£50,000
- Bonus Scheme (non-contractual)

## BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle scheme
- Personal development

Further details on The DPO Centre and our existing team can be found at [www.dpocentre.com](http://www.dpocentre.com).

## CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

To support our continued growth, we require an eLearning Content Developer to plan, structure and populate the content for the learning platform we are building for onboarding and upskilling members of our team. You will need to demonstrate excellent organisational and written communication skills, have an outstanding understanding of grammar and possess the ability to prioritise your workload and work in a structured manner.

Supported by our delivery team, you will assist with the implementing of a user-friendly training framework, writing content and assessing outputs to ensure users get the most value from their learning journey.

This role is home based with occasional in-person meetings at our Ipswich office.

## DUTIES AND RESPONSIBILITIES

- Develop and design course content for the onboarding of new DPOs and for their ongoing personal development
- Manage the end-to-end process from initial course development to roll out to assessment of effectiveness, to ensure the learning is embedded
- Create course content of high quality that is engaging, based on our core values and using innovative blended learning programmes to suit business needs

- Update and maintain course specification and content documentation, ensuring that it is accurate, version controlled, and quality assured
- Develop content outline documents in partnership with relevant subject matter experts
- Gain feedback on whether learning material is delivering the desired outcome and implement improvement where required
- With our learning and development coordinator, support the DPO team by researching and presenting findings on relevant subjects
- Manage the ongoing development and improvement of our Learning Management System (LMS) to ensure the best user experience
- Identify training and development needs within our delivery team and the wider data protection market

## PERSON SPECIFICATION

### Education and experience:

- 3 years' experience in a similar role; preferably working in a commercial, rather than purely academic environment
- Experience working with Learning Management Systems
- Up to date with current learning strategies
- Ideally, a degree or high-level qualification in a related subject

### Personal:

- Ability to work independently yet also be a strong team player
- Excellent communication (verbal and written) and interpersonal skills
- The ability to maintain a high degree of confidentiality, trust, and credibility
- Calm, controlled and resilient demeanour
- A commercial attitude towards time management
- Highly responsive with a can-do attitude and flexible working style
- Proven ability to deliver at pace and manage a quality service

### Required Skills:

- Good knowledge of data protection laws within the UK and Europe
- Excellent communicator with the ability to deliver clearly to a variety of audiences
- Attention to detail and analytical skills
- Project management skills to successfully manage competing priorities

- Ability to challenge the status quo in a constructive manner
- Confident in using Microsoft applications (e.g., Excel, PowerPoint, Word)

#### **Desired Skills**

- A basic knowledge of the EU and UK GDPR and the Data Protection Act 2018
- Experience with online and virtual event platforms

#### **Career Progression**

- Team leadership > Senior Management

### **HOW TO APPLY**

Email your CV and application to [\*\*recruitment@dpocentre.com\*\*](mailto:recruitment@dpocentre.com)  
Click [here](#) to view our Recruitment Candidate Privacy Notice.