

BSACI Job Description

LMS Developer and Platform Coordinator

Title:	Module Developer
Responsible to	Line Managed by BSACI Chief Executive Officer
Salary	£35,000 -£40,000 (Full-Time) Pro-rata 3 days a week
Hours	21 hours (Part-time)
Location	Flexible – Homeworking/BSACI Office, London
Contract	Two year fixed (with an option to review thereafter)

Introduction

One of the main BSACI strategic objectives is the improvement and development of education for HCPs through the creation of the BSACI Allergy Capabilities Framework (ACF) which defines the skills healthcare providers need to deliver high-quality allergy care. The ACF aims to build allergy awareness and core knowledge among professionals who support those with allergies. It offers guidance for HCPs ongoing development and helps NHS providers ensure their staff are properly equipped to meet patients' needs. The ACF provides the foundation for BSACI to develop allergy education, by guiding the creation of allergy modules for the e-learning platform that cover the required capabilities and their associated learning outcomes.

Background

The British Society for Allergy & Clinical Immunology (BSACI) is a national, professional and academic society which represents the speciality of allergy at all levels. It is estimated that a third of the population are living with an allergic disease with more than five million of these severe enough to require specialist care. Access to allergy care remains inadequate in the UK with very few allergy specialists in the NHS workforce. BSACI's objective is to improve the management of allergies and related diseases of the immune system in the UK, through education, training and research.

About the postholder

As part of our strategic focus on education, BSACI have created this new position and wish to appoint someone who has experience in developing Learn Management Systems (LMS) for e-learning platforms and can coordinate the delivery of BSACI online education platform working with the BSACI Team. The postholder will have excellent organisational and time management skills and demonstrate flexibility to work within diverse teams and be self-motivated.

This role is split into two functions with the following responsibilities;

LMS Platform Development

- Finalise the build of the online Learning Management System (LMS) (Learnworlds) ready for launch.
- Upload and manage learning materials including videos, documents, quizzes on the platform
- Integrate third-party tools and plugins as required to enhance functionality (eg: where specific videos are required having the right software for this).
- Customise LMS themes, layouts, and design the user interfaces to ensure a smooth learning experience for delegates.
- Test modules for functionality, accessibility, and user experience.
- Provide basic technical troubleshooting and support to learners and instructors
- Update and manage all changes and designs for the website as needed
- Provide ongoing development and maintenance for the LMS platform
- Ensure site is set up to take payments correctly
- Provide reports and gain feedback from users to guide improvements
- Work with the BSACI Team to continuously improve the overall user experience for the website
- Ensure that the BSACI website and the LMS platform are able to communicate and integrate seamlessly

Project Coordination

- Work with the CEO and BSACI Marketing Manager to develop a high-impact promotional plan for the online platform, while collaborating closely with the Sponsorship Manager so they can build a strong, sustainable income-generation model for the platform.
- Work with Marketing Manager in the development and execution of a comprehensive launch plan that drives engagement and visibility from day one
- Draft project plan, including timelines, and key milestones covering launch promotional activity and ongoing module development.
- Evaluate the viability and value of introducing certification, providing clear recommendations based on evidence and user need and implement.
- Benchmark appropriate charging structure: eg: open access, subscription modules pay-per course options for the platform etc.
- Coordinate with the Module Developer and BSACI Team to ensure aligned delivery, and project meetings have clear deliverables and are followed up and actioned.
- Build and nurture strong relationships with external stakeholders, ensuring the platform meets the needs of the audiences who will ultimately use and benefit from it.

Person specification

Qualifications & Education

Essential

- Educated to degree level or equivalent relevant experience in digital learning, web development, IT, project management, or a related field.

Desirable

- Qualification or formal training in learning technologies, instructional design, digital marketing, or project management.
- Certification related to LMS platforms or e-learning tools.

Experience

Essential

- Proven experience developing, configuring, or managing a Learning Management System (LMS), ideally including platform build and launch.
- Experience uploading and managing digital learning content (videos, documents, quizzes, assessments), for interactive learning using Articulate 360, Rise, Canva and SCORM etc..
- Experience with Wordpress, HTML, CSS, API's and SSO
- Experience with website management, including updates to content, layout, and functionality.
- Experience providing basic technical support or troubleshooting to users.
- Experience in online platform monetisation models (e.g. subscriptions, pay-per-course, open access).

Desirable

- Experience using LearnWorlds or similar LMS platforms.
- Experience integrating third-party tools, plugins, or payment systems.
- Experience supporting or contributing to certification or accredited learning schemes.

Technical Skills & Knowledge

Essential

- Strong understanding of LMS functionality, user journeys, and online learning best practice.
- Knowledge of accessibility standards and usability testing for digital platforms.
- Ability to manage digital payments and ensure platforms are set up correctly for transactions.
- Understanding of WCAG (web content accessibility guidelines)

Project Coordination

Essential

- Experience coordinating projects with multiple stakeholders, including creating project plans, timelines, and monitoring delivery against milestones.
- Ability to evaluate options and provide evidence-based recommendations (e.g. certification models, charging structures).
- Experience benchmarking platforms or services to inform pricing.
- Excellent written and verbal communication skills
- Strong stakeholder skills
- Experience of working with marketing and sponsorship teams in support of platform promotion and prospects for income generation

Personal Attributes & Behaviours

Essential

- Highly self-motivated, with the ability to work independently and take ownership of delivery.
- Proactive and solution-focused, with strong attention to detail.
- Commitment to continuous improvement and high-quality user experience.

- Collaborative approach, with a willingness to support wider organisational objectives.

The post holder will be required to undertake any other duties commensurate with the post that may be necessary from time to time.

The BSACI offers a range of benefits which can be found below which are designed to promote your work-life balance, support your health and pay you fairly for the work you do. We offer:

- Group personal pension plan with 5% employer contribution
- 25 days holiday per annum rising to 27 days, plus bank holidays (pro-rata)
- Interest-free season ticket loan
- Life assurance
- Home working
- Occupational health services
- Free Eye Test each year
- Professional training and development opportunities
- Enhanced maternity and paternity pay

No agencies. Would suit someone who is currently working in for one other company part-time.