



The
Workforce
Development
Trust

Content and E-Learning Designer

Job description

Job Title	Content and E-learning Designer
Department	Product Team
Reports to	Qualifications and Assessment Product Manager
Location	Sheffield Office, with hybrid working available
Pay Scale	£30,000k- £35,000k per annum
Contract	Permanent
Hours	Full time - 37.5 per week

SFJ Awards

SFJ Awards are a regulated Awarding Organisation, delivering high quality qualifications, and custom certification for learners through Approved Centres in England, Wales, Northern Ireland, and Scotland. We are also an Apprenticeship End-Point Assessment (EPA) Organisation approved by the Department for Education to deliver EPA to apprentices for a growing number of apprenticeship standards in England. SFJ Awards is part of the Workforce Development Trust group

The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation that provides services that support employers to develop skilled, sustainable, and efficient workforces in the UK and abroad. We operate via our four brands; Skills for Health, Skills for Justice, SFJ Awards, iCQ Awards and People 1st International, which deliver specialist, targeted skills interventions to support a variety of frontline public services

Job summary

The Content and E-learning Designer leads on the production of materials which support SFJ Awards core products: Qualifications, End-Point Assessment and Custom Certification. The role holder will work closely with the Product team and Subject Matter Experts (SMEs) to produce engaging content and materials that support our products.

Key responsibilities

- Production of content and materials to support SFJ Awards products including:
 - Teaching resources
 - E-Learning
 - Other support materials
- Collaboration with the product team, SMEs and other key stakeholders to understand learning objectives and content requirements
- Ensure content is engaging, interactive and fit for purpose based on purpose and audience
- Production of relevant component content such as:
 - Text
 - Images
 - Audio
 - Video
 - Quizzes
 - Simulations
- Ensure content is accessible and inclusive in accordance with Web Content Accessibility Guidelines (WCAG)
- Use a range of software for production and presentation of content.
- Ensure consistency across SFJ Awards support materials and content.
- Management of LMS content
- Any other duties as commensurate with the post.

Person specification

Criteria	Essential	Desirable
Education and qualifications		
Degree level qualification or equivalent experience	X	
Instructional design, education or similar qualification or experience	X	
Knowledge		
The processes involved in the development of qualifications, accreditation and assessment products		X
The regulatory requirements of the UK qualification regulators		X
Principles of the design of learning content to enhance user experience	X	

Experiences		
Working in regulated awarding organisations or End-Point-Assessment Organisations		X
Learning management systems and virtual learning environments		X
Content authoring and storyboarding	X	
Use of content design software such as Articulate 360 or Adobe Captivate	X	
Developing online learning resources such as interactive software, video, multimedia.	X	
Planning and managing multiple streams of work to achieve defined objectives	X	
Skills and abilities		
Proficiency with a range of applications including MS Office	X	
Project management	X	
Attention to detail	X	
Innovation and creative thinking	X	
Communication and collaboration	X	
Other		
A flexible approach to tasks, travel and hours of work to accommodate business needs	X	

Job Description Completion

Name	Andy Costello
Job title	Qualifications and Assessment Product Manager
Department	Product
Date	12/05/2025

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment. This role is subject to a criminal record check via the Disclosure and Barring Service.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behaviour is not discriminatory.
- Does not cause offence.
- To challenge the inappropriate behaviours of others.
- Adhere to the Equal Opportunities policy.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work.
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work.

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety, and welfare whilst at work. If employed, you must

familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.

Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is referred to as 'sensitive personal data'.

The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful, and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until

the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade, or profession, either directly or indirectly in any capacity whatsoever.



**The
Workforce
Development
Trust**

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Skills for
Health

Skills for
Justice


SFJ
Awards

People **1st**
International