



**The
Workforce
Development
Trust**

Digital Learning Designer

Job description

Job Title	Digital Learning Designer
Department	Learning Solutions
Reports to	E-Learning Manager
Location	Bristol, with hybrid working available (at least 2 days per week in the office)
Pay Scale	£35,000-£38,000k (depending on experience)
Contract	Permanent
Hours	Full time, 37.5 hours per week

The Workforce Development Trust

The Workforce Development Trust (WDT) 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 five 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

As a **Digital Learning Designer** at **Workforce Development Trust**, you will contribute to delivering best-in-class learning solutions that support those working in frontline industries such as health and social care. These solutions help professionals develop the knowledge and confidence they need to provide safe, effective, and compassionate care—making a real difference to people’s lives.

Working as part of a collaborative learning team, you will help transform complex information into clear, engaging, and accessible **digital learning experiences**. You will work closely with senior designers and subject matter experts to ensure every solution is relevant, engaging, and aligned with best practices in adult learning.

You will contribute to WDT’s commitment to innovation by applying and developing your skills in AI tools to enhance efficiency and quality throughout the design

process. In addition, you'll use your strong digital design skills to create learning experiences that capture and maintain learners' attention, while confidently learning and applying new e-learning authoring tools as needed.

This role offers the opportunity to apply and develop your expertise while helping to reshape our learning offer and increase the impact we make across key frontline industries and the communities they serve.

Key responsibilities

- **Design and develop** high-quality digital learning solutions aligned with identified learner needs.
- **Outline, script, and build e-learning modules**, ensuring clear structure, flow, and interactivity.
- **Apply instructional design principles** to create engaging, learner-centred content
- **Use AI tools** to streamline content creation, review, and quality assurance processes.
- **Collaborate with subject matter experts (SMEs) and stakeholders** to ensure accuracy and relevance of learning materials.
- **Stay up to date** with emerging learning technologies and best practices in instructional design.
- **Ensure accessibility and inclusivity** in all learning materials, following relevant standards (e.g., WCAG)
- **Manage multiple projects and timelines effectively**, ensuring deliverables meet quality standards and deadlines.

Person specification

Criteria	Essential	Desirable
Education and qualifications		
A bachelor's degree in education, Instructional Design, Learning Design, or a related field is required.		x
Knowledge		
Proficiency with e-learning authoring tools (e.g., Articulate 360, Gomo, Evolve).	x	
Strong understanding of adult learning best practices and learning theories.	x	
Familiar with emerging technologies such as GenAI and how they could relate to learning design	x	

Experiences		
Minimum 2 years' experience in instructional design or a related role.	x	
Proven ability to design and deliver digital learning solutions	x	
Experience using AI tools to enhance productivity and content quality	x	
Experience in health care and/or public sector learning projects		x
Skills and abilities		
Strong writing and editing skills with excellent attention to detail	x	
Ability to think critically and innovatively, with a passion for continuous learning and staying ahead of industry trends	x	
Strong analytical and problem-solving abilities, with a focus on improving the learning experience and increasing engagement	x	
Strong communication, presentation, and interpersonal skills, with the ability to interact effectively with clients, stakeholders, and team members	x	
Other		
A flexible approach to tasks, travel and hours of work to accommodate business needs	x	

Job Description Completion

Name	Steve Myerscough
Job title	E-Learning Manager
Department	Learning Solutions
Date	07 October 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.

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'.

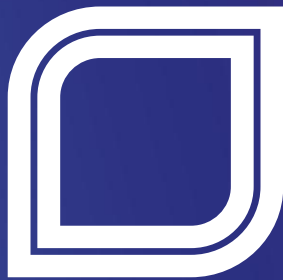
The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to 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
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