Become an author with CIH Housing Academy

CIH Housing Academy is seeking to expand its pool of authors to reflect the increase in demand for online and blended learning qualifications and training.

The role involves following the processes and procedures set out in the CIH Guide to Authoring and other Housing Academy (HA) Policies and Procedures. This includes, as appropriate:

a)   Undertaking the development of online learning materials that are suitable for online learners accessing the CIH Virtual Learning Environment, Moodle

b)   Becoming proficient in Moodle to develop the learning materials for the unit agreed in the work assignment form

c)   Designing online learning materials using different formats and including a range of tools and activities to encourage learner engagement and interaction

d)   Developing formative and summative assessments in line with the requirements outlined in the work assignment form

e)   Submitting a short plan outlining the content to be included for each learning outcome/assessment criteria in each unit if required

f)   Developing materials that can be used across a range of situations including face to face and by a range of trainers and tutors

g)   Complying with copyright guidance and style guides.

If you are interested in working with us please send the following information to the Housing Academy at Housing.academy@cih.org

- An up-to-date CV
- A supporting statement demonstrating how you meet the essential criteria outlined below. To support your application you should provide examples of any learning/training materials or assessments that you have produced
- Testimonials from two referees, preferably with at least one referee who can comment upon your experience of working in a learning and teaching/training setting (These should be supplied directly by the referee to CIH)

Successful applicants are expected to:

- be CIH members at or after appointment
- take out professional indemnity insurance

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	
Experience of working in the housing sector (or relevant sector) to a management level Recent teaching or training experience in a learning environment such as an independent private provider, further or higher education setting Designing course materials and developing assignments	Working in the housing and related built environment sector Experience of delivering CIH Awarding Organisation programmes Preparing learning materials for adult learners studying online or in a blended learning environment Writing materials for a range of audiences Experience of using a variety of

	assessment methods
EDUCATION AND PROFESSIONAL DEVELOPMENT	
A degree equivalent level qualification in a cognate area, and/or a relevant professional qualification Evidence of continuing professional development in teaching/training and assessment, and the housing sector (or relevant sector)	Experience of different learning, teaching and assessment approaches in a range of contexts A regulated or equivalent assessment and/or teaching qualification relevant to the role*
REQUIRED SKILLS, KNOWLEDGE AND CHARACTERISTICS	
Ability to take a holistic approach to developing an online learning experience Strong written communication skills with an attention to detail Ability to manage own workload and set clear boundaries Taking a creative and innovative approach to developing learning/training materials and assessments	Experience of virtual learning platforms; such as Moodle An understanding of the principles of effective e-learning design or similar. Knowledge of the CIH Awarding Organisation's housing curriculum and contexts in which housing organisations work

Confidence in using IT and working with different software and multi-media applications Knowledge of the housing sector and contemporary issues facing housing practitioners (or relevant sector)	

* Qualification Requirements – Guidance for CIH Housing Academy Contractors identifies preferred qualifications. If working towards a qualification this must be completed within 12 months of starting with CIH.

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