

Becoming an Author with CIH Housing Academy - Role Specification

Please note: this role is on a contractor basis

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 Platform: 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 and that can be used across a range of learning styles
- 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) Complying with copyright guidance and style guides. (as per your contract)

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

| ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
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| EXPERIENCE | |
| <p>Experience of working in the housing sector (or relevant sector) to a management level</p> <p>Recent teaching or training experience in a learning environment such as an independent private provider, further or higher education setting</p> <p>Designing course materials and developing assignments</p> | <p>Working in the housing and related built environment sector</p> <p>Experience of delivering CIH Awarding Organisation programmes</p> <p>Preparing learning materials for adult learners studying online or in a blended learning environment</p> <p>Writing materials for a range of audiences</p> <p>Experience of using a variety of assessment methods</p> |
| EDUCATION AND PROFESSIONAL DEVELOPMENT | |
| <p>A degree equivalent level qualification in a cognate area, and/or a relevant professional qualification</p> <p>Evidence of continuing professional development in teaching/training and assessment, and the housing sector (or relevant sector)</p> | <p>Experience of different learning, teaching and assessment approaches in a range of contexts</p> <p>A regulated or equivalent assessment and/or teaching qualification relevant to the role*</p> |
| REQUIRED SKILLS, KNOWLEDGE AND CHARACTERISTICS | |
| <p>Ability to take a holistic approach to developing an online learning experience</p> <p>Strong written communication skills with an attention to detail</p> <p>Ability to manage own workload and ability to meet deadlines</p> | <p>Experience of virtual learning platforms; such as Moodle</p> <p>An understanding of the principles of effective e-learning design or similar.</p> <p>Knowledge of the CIH Awarding Organisation's housing curriculum and</p> |

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| <p>Taking a creative and innovative approach to developing learning/training materials and assessments</p> <p>Confidence in using IT and working with different software and multi-media applications</p> <p>Knowledge of the housing sector and contemporary issues facing housing practitioners (or relevant sector)</p> | <p>contexts in which housing organisations work</p> |
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* 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.