



Student Intern – Digital Skills

Reference:	EHADI3168-0424
Salary:	£22,681 per annum pro rata (equivalent to £12.03 Per Hour)
Contract Type:	Fixed term for 10 weeks From 03/06/2024 till 09/08/2024
Hours	35 hours per week
Location	Ormskirk/UK
Accountable to:	Head of Digital Learning
Reporting to:	Learning Technology Development Manager



About the Department

Library and Learning Services provides a responsive and supportive environment for students and staff, developing and supporting learning through a wide range of services, facilities, research, technology and information including:

- Information/learning resources – print and digital
- Library Services – Ormskirk and Manchester
- Digital Learning Technologies – Blackboard and tools for teaching and learning
- UniSkills – digital/information literacy and academic writing for students
- Specialist support for students with SpLD
- Research support
- Supporting the development of digital skills for staff and students

The Digital Learning Technology Team support the use of the suite of tools known as Learning Edge and aim to develop the effective use of technology for teaching and learning. The team includes Learning Technology Development Officers who work with Academic staff to support the development of courses, Systems Technical/Support who are the first port of call for staff queries, Digital Training who coordinate Library & Learning Services staff development offer and deliver digital training sessions and Content Development who support our online partnerships and programmes offer. The whole team engages in projects to develop, introduce and support new tools for teaching and learning.

About the Role

Blackboard is the online virtual learning environment (VLE) used across Edge Hill University and provides staff and students with access to a range of tools for communication, collaboration and assessment.

In 2021, The Digital internship scheme was created to ensure the active engagement of students in the further development of digital learning materials. This scheme is now in its fourth year and each iteration has sought to contribute to driving sustainable change to the quality of accessibility and learning materials.

This year the student internship project has been designed to improve the **accessibility** of learning materials, provide consistency of learning content and **enhance the design** and experience of modules within Blackboard and support staff and student's **digital skills**. We plan to recruit 6 interns in total, two interns will work on each of the three projects in collaboration with department leads and Learning Technology Development.

The Post

The Digital Skills Internship is an exciting 10-week programme that aims to contribute to support with building a Digital Capability Framework (a framework that helps individuals understand and improve their digital skills).





Part of your responsibility will be to build the Digital Capability Framework in SharePoint (the platform we use for our staff intranet site). Additionally, you will work on scoping the elements to be considered within a student digital skills framework. There will also be an opportunity to deliver a number of digital skills workshops to other learners.

You will work on an 8-week project as well as day-to-day work provided in collaboration with department leads and Learning Technology Development.

The internship will be organised into 3 phases as outlined below:

Phase 1 – Introduction to the internship. Here you will be trained in a variety of core digital skills such as Microsoft Word, accessibility (documents, PDFs, captioning), communication platforms (Microsoft Teams). On your first day you will be required to attend an in-person training day at the Ormskirk campus where you will meet various members of the Learning Technology Development (LTD) Team who will support you throughout the internship with your digital skills and use of Blackboard.

Phase 2 – Once trained you will be actively working with LTD, your fellow student intern and faculty contacts to produce a project plan aimed at building our digital capabilities framework in SharePoint and leading on activities to help us understand and students with digital skills/experience whilst studying with us.

During this 8-week period you may also be allocated additional tasks in collaboration with department leads and LTD and well as opportunities to improve your own Graduate Attributes.

To ensure quality assurance and monitor progress, you will engage in reporting and data analysis. To further support your development, you will engage in continuous training opportunities and produce weekly reflective entries.

Phase 3 – The final stage of the internship will be to evaluate the success and outcomes of the project through testing and reviewing. You will engage in independent and group activities, including report writing and presentations, showcasing the projects' outcomes and your personal achievements. You will also be supported with articulating your journey throughout the internship, working with the Careers Team to support your CV and interview skills for graduate employment.

About You

As this internship is focused on developing Blackboard, integrating new technologies and accessibility, you should be interested in learning digital skills and willing to actively engage in professional development. A good understanding of digital platforms such as Microsoft Word, PowerPoint and Excel would be advantageous, but full training will be provided.





To be eligible for the programme you must currently be an undergraduate or postgraduate student and be continuing your studies into 2024/25. You must be available for the full 10 weeks of the programme and can fully commit to 35 hours per week.

Duties and Responsibilities

Below is an outline of the indicative duties and responsibilities of the role. Please note that full training will be provided.

1. Support with the scoping of a student/learners facing digital capabilities framework.
2. Build digital capabilities framework in SharePoint
3. Create training materials and development resources (guides, videos etc.) for staff and students.
4. Understand the strategic direction of the University and the value of developing high quality and accessible teaching and learning materials.
5. Pilot delivery of digital skills training sessions on offer for students.
6. To actively monitor progress, produce reports and analyse data for quality assurance and monitoring purposes.
7. Work collaboratively across the team with fellow students and staff members to ensure projects are delivered to a high standard and on time.
8. Proactively contribute to projects by engaging in discussion, activities and independently set tasks.
9. Undergo training and professional development opportunities as required for the job role.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- e) Demonstrate excellent Customer Care in dealing with all customers
- f) Proactively consider accessibility and ensure appropriate quality assurance of templates, documents and published outputs using software such as Microsoft Accessibility checker and Blackboard Ally



Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

If you want help completing this application or would like someone to read through your application before it is submitted please contact the Careers department, www.edgehill.ac.uk/careers

Right to work checks

Appointed candidates are required to complete a right to work check as part of our pre-employment clearance processes to evidence permission to live and work in the UK.



Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	*Method of assessment
Eligibility				
1	You must be a student at Edge Hill University continuing your studies in 2024/25	*		A
Abilities/Skills				
2	Strong IT proficiency skills including word-processing, databases & spreadsheets	*		S, I
3	Excellent interpersonal and communication skills (written and oral), able to understand instructions and maintain complete confidentiality	*		S, I
4	Ability to work under pressure and follow instructions	*		S, I
5	Able to use own initiative and work autonomously, as well as part of a team, with a can do, enthusiastic attitude	*		S, I
6	Able to demonstrate professional commitment, flexibility and reliability	*		S, I
7	Demonstrate a positive attitude and good team player	*		S, I
8	Flexible and reliable	*		S, I
9	Ability to be creative, use initiative and be proactive	*		S, I



How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy, you may wish to contact: Stuart Feltham, Learning Technology Development Manager felthams@edgehill.ac.uk

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

