

UKROEd ROLE PROFILE

Learning Content Delivery Lead

JOB TITLE:	Learning Content Delivery Lead
CONTRACT	Permanent
RESPONSIBLE TO:	National Training Delivery Manager
LOCATION:	Hybrid
HOURS	37.5
SALARY	£38,000-£40,000
VETTING REQUIREMENTS (Essential)	Baseline Personnel Security Standard
TO APPLY	Email CV and covering letter to recruitment@ukroed.org.uk
CLOSING DATE	19 th August 2026

About UKROEd

UKROEd Ltd is a private, not-for-profit company responsible for the delivery, management and administration of the National Driver Offender Retraining Scheme (NDORS) on behalf of the Police service. It is the operating company of the Road Safety Trust and is committed to the education and training of drivers who commit low level traffic offences.

UKROEd values and respects each individual employee, client and customer and is committed to promoting equal opportunities throughout its workforce. As such, all relevant applicants will receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Overview of the role

The Learning Content and Delivery Lead will play an important role in the development, maintenance and enhancement of UKROEd's learning content, digital resources and learner-facing materials across a range of organisational priorities.

A key part of the role will include responsibility for supporting and maintaining the Driver Top Up programme, which is a strategic priority for UKROEd. This is expected to represent approximately 0.3 of the postholder's time, with the remaining capacity focused on wider business-as-usual content delivery, content refresh, digital learning support and business delivery requirements.

The postholder will work closely with colleagues across Quality Assurance, Course Development, Strategic Development and Business Delivery and other internal teams to

ensure that learning content remains accurate, accessible, engaging, pedagogically sound and aligned to UKROEd standards.

The role will also provide practical content delivery support for new and existing workstreams, including the development, adaptation and maintenance of digital learning materials, facilitated learning resources, guidance materials, learner journeys and supporting content products.

Principal Duties and Responsibilities

1.	Develop, edit, and maintain high-quality digital learning content for Driver Top Up and other UKROEd programmes as directed by departmental priorities.
2.	Storyboard and script content assets such as video, interactive modules, microlearning, assessments, facilitator materials and learner resources).
3.	Ensure all learning content aligns with educational best practice, pedagogical principles, accessibility requirements and UKROEd quality standards.
4.	Review, refresh and adapt existing materials to ensure accuracy, relevance, consistency and a positive learner experience.
5.	Produce or coordinate engaging digital assets such as graphics, animations, micro-videos, presentations, facilitator materials and interactive learning elements.
6.	Work within UKROEd brand guidelines to ensure consistency across all learning content, digital products and business delivery products.
7.	Support quality assurance activity, including version control, testing and scheduled content updates.
8.	Maintain and update the Driver Top Up Umbraco website, including content uploads, page templates, media and accessibility compliance.
9.	Liaise with third-party website provider for technical updates, bug fixes and content related enhancements.
10.	Support data reporting requirements linked to digital learning content, learner journeys and business delivery activity working with providers and internal stakeholders to ensure reporting outputs are accurate and useful.
11.	Monitor site performance, learner journeys and content usage to help optimise content structure, accessibility, learner experience and operational effectiveness.
12.	Work collaboratively with internal subject matter experts and colleagues to translate learning requirements into effective digital and training content.
13.	Provide specialist support for the development, refresh and improvement of wider UKROEd and NDORS digital and training content, in line with agreed priorities and available capacity.
14.	Contribute to pilot activity, content testing and evaluation of learning materials to support continuous improvement.
15.	Contribute to the continuous improvement of UKROEd's digital learning content, templates, tools and development standards.
16.	Undertake other duties appropriate to the level of post in support of learning content development and maintenance activity.

UKROEd Person Specification Learning Content Delivery Lead

Job Related Knowledge	<i>Essential</i> • Knowledge of instructional design principles and digital learning best practice. • Knowledge of adult learning principles, facilitation approaches, and digital/blended learning best practice. • Competence in the use of digital design and content creation tools such as Adobe Creative Cloud, Canva, Vyond, Articulate 360, Rise, or similar. • Understanding of accessibility and inclusive design principles for digital learning content. <i>Desirable</i> • Understanding of road safety, driver education, or compliance related learning environments (NDORS context beneficial). • Familiarity with user experience principles and accessibility standards, including WCAG 2.1 or above. • Basic understanding of website content management systems, ideally Umbraco.
Experience	<i>Essential</i> • Experience developing digital learning content, eLearning modules, or multimedia educational materials. • Experience updating and managing content via a CMS (ideally Umbraco or similar). • Ability to interpret and communicate data insights (e.g., learner analytics, site usage). • Experience designing and developing learning materials for different delivery formats, including digital and facilitated learning. • Experience delivering training, workshops, briefings, or facilitator-led learning sessions. • Experience working with subject matter experts to translate complex information into accessible learning content. <i>Desirable</i> • Experience with video editing, animation, or motion graphics. • Experience working in an L&D team, educational context, or digital learning environment.

	• Experience in HTML/CSS basics for content adjustments. • Experience supporting data dashboards or CRM/LMS integrations. • Experience supporting Train The Trainer activity or facilitator guidance • Experience in road safety, behaviour change, compliance or regulated learning environments.
Skills and Aptitudes	<i>Essential</i> • Strong organisational and project coordination skills, with the ability to manage multiple deadlines. • Excellent attention to detail and quality assurance mindset. • Creative and proactive, with a drive for improving learner experience. • Ability to adapt content and delivery styles for different audiences and learning contexts. • Comfortable working with third-party providers and external stakeholders. • Collaborative, flexible, and able to work across teams and subject areas. • Strong written and verbal communication skills.
Qualifications	<i>Essential</i> • Degree-level qualification or equivalent relevant professional experience in learning & development, digital learning, education, communications or related field. <i>Desirable</i> • Level 5 Diploma in Education and Training (or similar) • Umbraco Certified professional • Certified Digital Learning Professional (CDLP) • ATD Instructional Design Certificate • PM qualification (APM/PRINCE2/Agile)