International Society of Hypertension

Freelance Moodle Administrator / Creator - ISH Academy

Expected Start Date: As soon as possible.

Contract Type: Part time / freelance (home based). At the moment we are looking for someone to join us on an initial 6 month contract.

Subject: The International Society of Hypertension (ISH) wishes to invite proposals from individuals with at least 1-2 years' experience in working with the Moodle Learning Management System (LMS) and ideally in administering and managing projects for medical based charities, associations, universities and hospitals or related organisations with a global remit.

Society background

Established in 1966, the International Society of Hypertension (ISH) is a registered charity in England and Wales with members based in over 80 countries around the globe. The Society is committed to protecting and promoting the health of the public in particular by encouraging the advancement of scientific research and knowledge and of its application in all aspects of hypertension and associated cardiovascular diseases and to disseminate the useful results of such research.

Further information on the ISH can be viewed at www.ish-world.com

Scope of work required

The ISH is developing a Specialist Educational Platform (ISH Academy) and would like to recruit an experienced Moodle LMS Administrator / Creator to work with the Society to establish and take forward this initiative. This educational platform will be a trusted place for ISH members and those interested in the field of hypertension to gain accurate information on the various aspects of hypertension. This will be built with modules (at various levels of expertise) for those taking part to complete and gain accreditation. The educational platform will be representative of all regions of the world and all population groups and genders.

It is anticipated the post-holder will support the mission of the ISH charity through flexible, part-time working. The ISH Academy is a global initiative spanning multiple time zones and meeting times may fall outside of usual working hours.

There will be an initial period for setting up the LMS, requiring more time commitment, followed by a period of maintenance requiring smaller time commitments. Individuals should be able to support the following areas of work.

- **Design, build and upload the e-learning content using the Moodle LMS.** Work with the ISH Academy Leads, ISH Officers and staff to establish this new platform and following the ISH brand guidelines.
- **ISH Academy educational platform administration**. Work with the ISH Academy Leads, ISH Officers and staff to update the platform on a regular basis and keep current with any new presentations and areas of interest.
- **Assist with speaker liaison.** Ensure that the presentations delivered are of a consistent standard and ISH branded. Edit slides where required to give a uniform feel and consistent style. Work with presenters in the recording of their presentations if required.
- **Deliver and measure the online training offered via the platform.**
- **Integration with ISH membership platform and other Society initiatives.** Work with the ISH leadership, staff and membership / website management team to ensure that the ISH Academy is delivered as an integral part of the main ISH membership offering and integrated with the main Society database.

Qualifications

- At least 1-2 years' experience with developing and administering Moodle LMS platforms
- Coding experience
- Excellent attention to detail

- Native-level English skills required

<u>Timeline</u>

- Proposals are required by no later than Friday 22 November 2024
- Interviews will be scheduled with the ISH Academy Leads and ISH Officers.
- Service will be required as soon as possible.

Letters of support and references from current and past clients will be requested. Please include examples of your Moodle sites.

Please address expressions of interest to Professor Erika Jones academy@ish-world.com by no later than Friday 22 November 2024.