

JOB DESCRIPTION

Job Title	CIBD Technical Development Manager
Department / Area	Central - CIBD Education and Professional Development team
Responsible to	Head of Education and Professional Development
Responsible for	No Direct Reports
Liaison with	The Education and Professional Development Team, External Technical Experts and Tutors , CIBD Examination Team, IT team, Marketing and Communications team, Head of Publications, industry leaders and Learners
Hours	Full time, flexible options with agreed core hours to be worked available. The CIBD operate a work from home policy but office space is available in London.

Purpose: Describes the overall objective of the role and how it fits into the Organisation

Reporting to the Head of Education and Professional Development and working closely with the other Technical Development Manager, the job holder will support the CIBD Education and Professional Development team to ensure that the full portfolio of CIBD Learning Materials in brewing, distilling, packaging, malting, cider making are industry relevant and maintained to the highest standards, whilst ensuring overall integrity. They will ensure that the Learning Materials are educational, engaging, and suitable for self -study learning online through our Moodle platform. They will assist with the development of other Education and Professional Development content as we transition to becoming the Chartered Institute of Brewers and Distillers.

Main Duties: Outline key areas of responsibility

- Overall project management, creation and updating of the CIBD Learning Materials in line with the qualification syllabi review programme from 2025 onwards.
- Liaise with the Examination Team to set up and implement an ongoing sustainable Learning Material maintenance program in line with the major and minor reviews of the syllabi.
- Manage the development of credible Learning Material content partnerships (internal and external) where additional expertise is required
- Responsible for ensuring that all Learning Materials are industry relevant, current and written in clear, plain English
- Development of a site wide index of all content on Moodle
- Responsible for content and quality of associated practice questions, quizzes, and other support materials
- Joint responsibility for the creation of other Education and Professional Development content, specifically short courses
- Responsible for statistical reporting and analysis of Education and Professional Development content and results
- Ensure that learner feedback is regularly reviewed and actioned where appropriate
- Ensure that all CIBD policies and procedures are adhered to and coordinate the review processes for these
- Carry out such similar duties as may be required by Head of Education and Professional Development commensurate with the post

PERSON SPECIFICATION

Qualifications / Training	Essential / Desirable
<ul style="list-style-type: none"> • Educated to minimum of degree level or equivalent in a scientific subject • Degree or equivalent in Brewing or Distilling, or CIBD Diploma (Brewing, Distilling) qualification • Postgraduate qualification or equivalent • Actively pursuing Continuous Professional Development 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>
Requirements and Skills	
<ul style="list-style-type: none"> • Significant operational and technical experience at a mid to senior level of management in brewing and distilling and related industries • Experience across major product categories in distilling • Extensive experience of writing technical content for an online audience • Knowledge of the Moodle platform or similar Learning Platforms • Experience of creating dynamic content (videos, H5P files, live polls, etc.) • Experience of working in a range of sizes of organisations i.e. small scale through to multi-national • Significant proven, senior project management experience and evidence of delivery • Proven experience of influencing and persuasive communication skills at a mid to senior level • Excellent attention to detail, proof-reading skills and ability to follow style guides • Ability to work as part of a remote team • Outstanding organisational and time management skills and able to remain calm under pressure • Excellent verbal and written communication skills • Discretion and confidentiality as well as understanding of and commitment to Data Protection 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Other Requirements	
<ul style="list-style-type: none"> • Live within +/- 4 hours GMT to enable team meetings to take place • The role may require the post holder to attend scheduled meetings outside of the normal UK office hours and international travel. 	