

Job Title	Assistant Education Technologist – Apprenticeship
Team	Education and Development
Primary Place of Work	Sava 4 Mill Square Featherstone Road Milton Keynes MK12 5ZD Office based
Responsible to	Lead Education Technologist
Contract Type	Apprenticeship
Full / Part Time	5 days a week
Date of Revision	27/06/2024

About Sava

Sava is a growing profitable business, comprising two enterprises:

- Sava Education – an education and information business that supports the UK residential surveying and valuation sector.
- Sava Technology – a software and data analytics business that provides tools to social housing providers to analyse zero carbon strategies.

Our purpose statement is “Empowering people and organisations to make a positive impact towards making buildings better by giving them the skills and technology they need to adapt and thrive in a fast-changing world”.

Specifically in education, Sava provides a range of residential surveying vocational qualifications for both new entrants and existing professionals. Overseen by the Awarding Body for the Built Environment and accredited by the Royal Institution of Chartered Surveyors and the Chartered Association of Building Engineers, the qualifications are recognised by top employers and provide the specialist knowledge needed to build a successful career in surveying and valuation.

What the job is about

This is a role in a busy operational team, focused on ensuring that our customers have the best experience whilst undertaking their qualification programme with us. Your main responsibilities will include assisting with the creation of online learning content from material provided by our subject

matter experts, and to ensure that all necessary resources are at the right place at the right time for the smooth running of Sava training programmes. Meticulous attention to detail is paramount as you may be producing or checking work to be published online. The focus will be on providing an interesting and engaging learning experience. You will also be able to demonstrate good organisational skills and possess the initiative to complete tasks with little supervision.

What you'll be doing

You may be working independently or as part of a larger project team. The list below is an initial scope of what these tasks could be and will flex according to the needs of the business and your abilities.

Day to day operational tasks:

- Review, edit, and format content provided by Subject Matter Experts (SMEs) to be suited for the audience using appropriate online software authoring tools.
- Maintain existing content in Sava Learn following instruction from Lead Education Technologist.
- Communicate with Manager, Lead Education Technologist, SMEs, and users to contribute ideas toward the improvement of learning content arising from feedback.
- Learn, operate and perform basic Administrator functions in the online learning platform including involvement of testing the performance following instruction from Lead Education Technologist.
- Keep abreast of new technological developments by engaging in continuing professional development.
- Assist Lead Educational Technologist with delivering in-house training on any changes or updates.
- Part of the monitoring process to identify areas for improvement in learning content arising from learner or trainer feedback.
- Provide support to learners, trainers, assessors, and other colleagues requiring assistance with the use of Sava Learn.
- Adhere to Data Protection, Copyright, and Plagiarism requirements and monitor for any breaches.

- Proofread documents for other areas of the business using consistent sources and styles provided.
- Attend regional events or face-to-face training days which may on occasion be at the weekend and will from time to time necessitate staying overnight, to ensure the smooth delivery of training.

Your skills, abilities, and attributes

- A desire to really understand our business – what we sell and deliver to our customers and why they choose Sava
- Meticulous attention to detail, and an appreciation that it is all the hundred and one tiny things that come together to create a great experience for the customer
- A great work ethic where you bring your whole self into the role
- A ‘can do’ attitude and willing to contribute problem-solving ideas
- Able to self-motivate and work on your own initiative.
- Able to plan ahead to meet deadlines and achieve objectives
- A helpful and flexible attitude
- Keen to learn and take on new challenges
- Excellent written and spoken communication skills that allow you to inform and advise others clearly, instilling confidence and leaving positive impressions
- Excellent IT skills and willingness to embrace new technology
- Flexible attitude to working hours to enable support of activities and promotional events across the country.

At Sava we are keen to meet people with varied backgrounds. We want to build teams which represent a variety of experiences, perspectives, and skills, and we recognise talent based on merit and potential.