

want to make
an impact?

Acteon

Communication Consultant: E-learning specialist

What we do

Acteon creates communication and learning to help people flourish. That means helping people to make better choices, work more efficiently, be safer, get up to speed faster, sell better, develop their professional skills – whatever it is that makes them, and their organisations, more successful.

We work with our clients to understand the specific objectives that underpin success, and then use communication and learning to drive the positive behaviour change that delivers them. Our solutions work because they are aligned with the context, culture and values of individuals and the organisation.

We're fortunate to work with exciting, household-name clients in a wide range of sectors. A sample of our recent projects include work like:

- helping Royal Mail staff to combat scam mailings
- supporting effective risk management across Co-op Group
- introducing Channel 4 colleagues to new TV audience monitoring technology
- building the reputation of Bayer in the field of ophthalmology
- helping ensure data privacy at Condé Nast.

How we do it

At the heart of our work are three capabilities:

- 1. Practical consultancy** – helping design and deliver the right solution, through stakeholder engagement, learning design, communication planning, implementation support and evaluation.
- 2. We are a content partner.** We understand our clients' processes, procedures, change messages, onboarding information etc. and can translate this into effective and engaging content. We do that in a wide range of formats – e-learning of course, but also video, print, for the classroom, for workplace performance support and internal communication campaigns.
- 3. We provide technology for learning and communication.** We produce tools and systems for content creation and learning management, and our depth of experience with technology makes us a great partner when working with a client's existing IT and LMS infrastructure.

This role, and what we're looking for

We're busy. Our clients come back to us time and again for engaging and effective e-learning content in a range of formats. We're looking for someone to join our consultant team and help us fulfil the existing demand and respond to new opportunities.

A lot goes into the creation of e-learning content that can change behaviour and deliver impact. Analysis, insight, creativity, instructional design and great production, of course. But more than that, successful outcomes depend on excellent client relationships, active project management, stringent quality control and good internal collaboration.

This role involves guiding e-learning development projects from conception and planning through to delivery. You'll work closely with the client and with Acteon colleagues to ensure the solution meets the requirement and gets delivered on time. We're looking for someone pro-active. Someone who understands what needs to be done to keep things moving, and who collaborates effectively with colleagues to make it happen.

- You're a very effective communicator, with proven experience of instructional design and copywriting.
- You're familiar with industry-standard e-learning tools like Storyline, Elucidat and Captivate.
- You've guided e-learning projects through scoping, design, scripting, review and implementation.
- You bring the confidence to build good relationships with client contacts.
- Good organisation and task-focus means you're comfortable managing several projects simultaneously.
- You've got good commercial awareness and have experience in managing project budgets.
- You're someone who cares that your work meets the highest standards of quality and professionalism.

And you'll have demonstrated all of this through at least three years of relevant professional experience.

Who we are and how we work

Acteon is a limited liability partnership, owned and led by five partners who are all active practitioners within the business. Our in-house team is currently made up of sixteen consultants, ten Studio colleagues, a Digital team of fifteen, three marketing staff and four administrators. In addition, we work with a network of trusted freelance writers and graphic designers.

We pride ourselves on the great relationships we build with our clients, and our ability to exceed their expectations. That strength is rooted in quality – the quality of our work, and the quality of the working experience. We have a very strong reputation within our industry and have won multiple national industry awards.

We work in an informal structure and keep hierarchy and management to a minimum. It's a working style we really value but which requires colleagues to be mature, cooperative and self-directed. You can expect after a short time to be managing your own projects as well as creating learning content and supervising its production. These competing demands mean that we are looking for individuals who can work quickly and effectively, manage their workloads and be their own quality controller.

Acteon is a friendly, flexible and collaborative place to work. Colleagues get focused, individual support for personal development, and we do a lot of knowledge-sharing and development work within and across teams. We care about colleagues achieving a good work-life balance, and there's plenty of both organised and informal socialising.

What we offer

We offer the satisfaction of doing stimulating and varied work at a high standard in a friendly and supportive environment. As a member of a small company you'll have the chance to influence the development of Acteon and to contribute to and share in our success.

The role will give you the chance to work with independence, whilst still having the guidance and support of an experienced and dynamic team. We offer a salary related to capability and experience, a contributory pension scheme, life assurance, gym membership and 25 days annual holiday (in addition to statutory holidays). In successful years we make bonus payments.

Making your application

If you think you're the person we're looking for, we'd love to hear from you. Please send your CV with a covering communication describing how your skills and experience match our needs.

Applications should be sent to nicola.bradnam@acteoncommunication.com, to arrive by **Monday 28 January 2019**.

Further information

If you have any questions please contact Nicola Bradnam on 01223 312227 or nicola.bradnam@acteoncommunication.com

Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is one of the most successful e-learning agencies in the UK, having won 8 Gold Learning Technologies Awards.



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