



RSB
Roundtable on
Sustainable Biomaterials
www.rsb.org

ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

WE'RE HIRING:
Learning Designer

Position type: Full-time, 2-year contract with possibility of renewal

Location: Home-office based, located in South Africa

Start Date: Q1 2023

Deadline for application: 25 November 2022

Are you ready to join a team of passionate, energised, and supportive individuals dedicated to the transformation to a sustainable, biobased and circular economy?

The Roundtable on Sustainable Biomaterials (RSB) Association seeks a highly motivated person to join our organisation as **Learning Designer**, an ideal position for an individual interested in furthering an international career in an organisation focused on sustainability and industry transformation.

This position will play a key role in the design and content management of RSB's e-learning courses, which will offer content on the sustainable bio-based and circular economy to university students and corporate teams, with the goal to equip current and future global workforce with practical sustainability knowledge and skills via a e-learning platform.

RSB's e-learning offering will build on RSB's decade-long experience in delivering trainings to industry leaders on topics such as decarbonisation and sustainability transformation, sustainable biomass and value chain development, policies promoting the sustainable and low-carbon economy, feedstock risk assessments, sustainability certification, and more.

We are now ready to package our existing trainings into a scalable e-learning offering, which will also include new content to be developed in-house and in partnership with external experts. The audience of RSB's e-learning offering include [RSB members](#), industry stakeholders (i.e., company employees who need to grow their practical sustainability skills), and students via partnerships with universities and other training institutes.

About Us

We are a small and dedicated team of committed professionals working on a global scale to develop solutions to some of the world's biggest challenges. We are a remote team, situated in many countries around the world, with a strong, collaborative working environment fostering professional development and a healthy work-life balance. Our team allows for individual autonomy and the opportunity to engage with a full spectrum of roles within the diverse range of organisations in our stakeholder base.

The RSB is a global, multi-stakeholder organisation dedicated to driving the truly sustainable development of the bioeconomy – based on our best-in-class sustainability Standard. We are frequently noted as industry leaders in navigating the complexities of supply chain sustainability and take pride in applying our robust sustainability framework in diverse sectors including aviation, chemicals, materials and shipping, among others. For more information, visit www.rsb.org.

Your Role

As RSB's Learning Designer, you will:

- Design, develop, and manage highly engaging and interactive e-learning content that can be scaled, and meets company standards and learner needs.
- Transfer existing content, and organise planned content, into structured online courses.
- Design and build template documents for the RSB team and external experts to use to create online course content.
- Design and create learning assessment materials such as multiple-choice quizzes, problem-based assignments, and narrative-style case studies.
- Create educational content for presentation (write notes, direct/edit videos, record voiceovers) that meets online delivery objectives.
- Manage the administration of the Learning Management System (LMS), establishing design standards, as well as completion and reporting records.
- Identify, troubleshoot, and resolve issues related to the LMS including course design, configuration and infrastructure.
- Track compliance, learner progress in meeting learning objectives and other key metrics.
- Educate and mentor the RSB team on the use of the LMS and e-learning tools.
- Support the promotion and communication of RSB's e-learning offering to the target audience.
- Support the RSB team with developing an e-learning business model, and developing relationships with industry partners, universities and other education institutions.

About You

This is what RSB expects from you:

- Relevant bachelor's degree and at least 5 years of experience in learning design in an adult education environment.
- Energised to establish content development and design process from the ground up.
- Inspired and skilled to lead with autonomy and create compelling content.
- Ability to perform and prioritise multiple, diverse assignments simultaneously while working independently to assure accurate and timely completion of assignments.
- Hands-on experience with a variety of e-learning authoring tools (e.g., Rise360, Articulate Storyline, H5P).
- Possess a strong portfolio of e-learning and/or video work with instructional design examples that showcase strength in visual and graphic design.
- Experience with LMS modification and administration (e.g., Canvas, Moodle, Thinkific).
- Proactive thinking, constantly seeking improvement opportunities in work and the ability to simplify and organise complex information.
- Excellent listening and problem-solving skills with keen attention to detail.

- Working for a sustainability organisation energises you and you are dedicated to RSB's mission to enable a sustainable, bio-based and circular economy.
- Excellent verbal and written communication skills, including training content development and presentations.
- Familiarity with MS Office 365 tools, Salesforce, and other digital tools such as Asana and Slack.

Why Work With Us

Join a small, dedicated, and multicultural team of professionals committed to building a brighter future for people and planet.

Our Benefits

- Competitive salary
- Excellent holiday provision with 30 days annual paid leave (full-time)
- Annual salary adjustments for cost-of-living increases
- Flexible working hours
- Remote working in home-office with periodic in-person team meetings
- Professional development opportunities

Important Information

- **Location:** Home office-based in South Africa. Regional and global travel will be required from time to time for team meetings
- **Full-time**
- **Start Date Range:** Q1 2023
- **Duration:** Initial 2-year contract with possibility of renewal / permanent contract
- **Employment Type:** Independent contractor

How To Apply

1. Provide your **application in an e-learning format** of your choice, where you describe why you wish to work with us, and why you are the right fit.
2. Provide your **CV**, no more than 2 pages please.
3. **E-learning content portfolio**, specifying the role you had in each project.
4. Email your application to Sam Hansen, RSB's Finance & Administration Manager, at sam.hansen@rsb.org with the subject line, "Learning Designer Application" by no later than Friday 25 November 2022