

**spunout: Learning Content Editor**  
**(<https://www.activelink.ie/node/115293>)**



**Job title: Learning Content Editor**

**Reporting to:** Head of Learning & Curriculum

**Location:** Remote (Ireland) with a requirement to attend the office (Dublin 2) for meetings/training as required

**Contract duration:** 3 years

**Probation period:** 6 months

**Hours of work:** Full time, Monday - Friday, 39 hours a week

**Remuneration:** Salary for this role will be aligned with the relevant pay scale, starting at €37,800 per annum

**Benefits:** 25 days annual leave (exclusive of public holidays), financial support for further education, two days positive mental health leave annually, and access to the four-day working week programme.

**To Apply: Apply via Bamboo Application only**  
**(<https://communitycreations.bamboohr.com/careers/43?source=aWQ9MTM%3D>) no CVs accepted**

**Closing Date:** Midnight, Sunday 11th May.

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**About spunout**

spunout is Ireland's youth information and support platform, working towards an Ireland where all young people are supported and empowered to thrive. spunout has a range of free, anonymous online services that are there for you whenever you need them. If it matters to you, it matters to us.

Through our platform, spunout shares factual information on mental health and wellbeing, provides 24/7, free and anonymous support by text, and shares the stories and experiences of young people across Ireland so we can learn from and support each other. We also connect people to trusted services and resources around the country for further support.

Our aim is to support young people to be informed, feel empowered and heard, and to support our peers to access opportunities and services to help us achieve our full potential.

**About spunout Academy**

spunout Academy is an online learning platform to engage in self-directed courses across a range of skill areas related to mental health and wellbeing. spunout Academy supports young people aged 16-34 by providing co-designed learning opportunities to develop a holistic understanding of mental health and wellbeing. Through a fully accessible virtual learning environment (VLE), spunout Academy courses are available to young people on our own time, at our own pace.

The aim of the Academy is to connect young people with co-designed courses to equip young people with vital skills and literacy across a range of topics from mental health literacy and active listening skills, to healthy gender expression and emotional wellbeing. From learning the information necessary to understand our mental wellbeing, to develop the skills for

effective and healthy emotional regulation, spunout Academy's goal is to bring participants on a dynamic journey to truly educate, engage, encourage and inspire.

## About the role

spunout is seeking to appoint a full-time Learning Content Editor to assist in the creation, development and promotion of the spunout Academy. As the editor, you will assist in facilitating the strategy development, research, curriculum development, project delivery, course promotion and learner recruitment for the Academy.

The ideal candidate has a background in digital pedagogy and at least 2 years of experience in online content production, curriculum development, and/or health promotion. You will be an excellent copy writer and proactive project manager with an ability to build partnerships to ensure courses on the Academy can reach young people who can benefit from them.

## Key Duties & Responsibilities:

### Curriculum Development

- Assist in the design and development of curriculum based on research, best practices, and consultation with expert validators and Youth Action Panels.
- Develop courses incorporating multimedia elements, with a focus on interactivity and engagement.

### Partnership Development & Management

- Identify and build partnerships to engage learners with academy courses.
- Proactively establish referral pathways for potential learners.
- Create and maintain relationships with referral partners (e.g., youth work organisations, senior cycle schools, NGOs).
- Plan and run consultation sessions with young people through spunout's Youth Advisory Panels.

### Content Production

- Assist in transforming spunout content into engaging, interactive Academy course materials.
- Develop activities, write copy, edit content, and ensure proper formatting.
- Ensure that all spunout Academy courses are interactive, multimedia-focused, and conducive to digital learning.
- Produce curriculum content aligned with spunout's content policies, guidelines, and values, centering the voices and information needs of young people.

### Virtual Learning Environment (VLE) Management

- Assist in the design, development, maintenance, and upkeep of the Moodle-based virtual learning environment for spunout Academy courses.
- Ensure the functionality and future maintenance of the VLE, overseeing accurate and updated signposts within Academy courses.

### Content Management & Maintenance

- Oversee the ongoing maintenance and updating of spunout Academy courses.
- Ensure all content is accurate, up-to-date, and properly maintained on the VLE.

### Stakeholder Management

- Liaise and collaborate with internal stakeholders to ensure smooth project execution.

### Project Delivery

- Execute project plans as directed by the Head of Learning & Curriculum.

## Skills and Attributes:

## Qualifications and Experience:

- An advanced third-level qualification in education, mental health or related field
- Two years of relevant experience in online content production, curriculum development and/or online health promotion campaign work
- Relevant experience in proactive partnership formation and management
- Relevant experience in project management and project delivery
- Experience in copywriting for mental health and/or educational content

## Desired:

- Experience developing interactive digital coursework and curricula, including the development and management of Virtual Learning Environments (ideally Moodle)
- Experience in using collecting and analysing data to inform and improve decision making; including experience of developing measurement frameworks
- Experience in multimedia creation and using digital media to inform, teach and inspire

## Personal Attributes:

### The ideal candidate will:

- Demonstrate strong interpersonal skills including empathy, active listening skills, and adaptability
- Be passionate about providing accessible information and support to enhance the health, wellbeing and quality of life of all young people in Ireland
- Be a self-starter with: strong organisational skills, desire to learn, and the capacity to prioritise and balance conflicting demands
- Be confident building relationships with potential referral partners to help engage learners with academy courses.
- Be confident representing the organisation and the spunout academy publicly at events, meetings and committees
- Possess strong analytical skills and ability to interpret data for informed decision making
- Possess exemplary communication skills, both written and verbal.

**Additional Notes:** The above job description is not intended to be an exhaustive list of all duties involved. The post holder may be required to perform other duties appropriate to the role, as assigned from time to time.

**Commitment to Equality, Diversity, and Inclusion:** spunout is an Equal Opportunities Employer, and we welcome applications from individuals of all backgrounds, identities, and life experiences. We are committed to creating an inclusive and supportive workplace where diversity is valued.

**Data Protection:** All documentation received by spunout will be processed in accordance with applicable data protection legislation. The information provided will be used solely for the purpose of processing job applications and for ongoing administrative purposes related to job candidates.

### Region

Remote / Dublin 2

### Date Entered/Updated

28th Apr, 2025

### Expiry Date

11th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/115293-spunout-learning-content-editor>