

Position Description

Position Title	Online Learning Designer & Educator		
Reports To	Manager Capacity Building		
Division	Capacity Building	Work Centre	ATUI & Capacity Building
Location	Level 4, 365 Queen Street, Melbourne (or satellite offices)		
Classification	Grade 5	Mode	Full-time
Direct Reports	Nil	Date	August 2026

The ACTU is committed to delivering education and training that is accessible, impactful and supports the growth of the union movement. As an Online Learning Designer & Educator, you will lead the design, development and delivery of engaging online learning experiences for union members, delegates and officials across Australia.

The role combines instructional design, digital content creation, and facilitation. Working with educators, affiliates and subject matter experts, you will help expand the reach and effectiveness of the Australian Trade Union Institute's (ATUI) education programs.

Responsibilities & Selection Criteria

Key Responsibilities

- Design, develop and maintain high-quality online learning modules and resources within the LMS.
- Work closely with the videographer to produce educational videos and multimedia content
- Design and deliver engaging live online training, webinars and virtual workshops.
- Apply adult learning principles, contemporary pedagogical approaches and accessibility standards to all online learning offerings.
- Manage LMS administration, including reporting and course maintenance.
- Monitor learner feedback, engagement and completion data to improve program effectiveness.
- Support ACTU educators and staff to effectively use the LMS and online learning technologies.
- Work with subject matter experts and affiliates to translate complex content into engaging online learning experiences.
- Liaise with technology teams and LMS vendors to maintain and improve online learning systems.
- Support ACTU affiliates to develop and expand their own online education programs.
- Contribute to the planning and development of ATUI education and training initiatives.
- Maintain effective relationships with affiliates and key stakeholders.

- Keep up to date with emerging trends and best practice in pedagogy, online learning and educational technology.
- Manage end-to-end online learning projects from concept through to implementation and evaluation.
- Conduct regular reviews and updates of learning content to ensure currency and accuracy in a changing environment

Key Selection Criteria

- Demonstrated experience designing and developing online learning modules and digital learning resources.
- Experience facilitating live online training, webinars or virtual workshops.
- Strong understanding of adult learning principles, instructional design and learner engagement.
- Experience using Learning Management Systems to develop, deliver and manage training programs.
- Experience creating educational videos and multimedia content.
- Strong written communication, online facilitation and presentation skills.
- Ability to manage multiple projects and meet deadlines.
- Commitment to accessibility, inclusion and learner-centred design.

Desirable

- Experience with video editing, graphic design and multimedia production tools.
- Experience in unions, membership-based organisations, community organisations or education.
- Knowledge of emerging online learning technologies and practices.
- Direct or indirect lived experience of cultural diversity and/or disability, and the ability to apply this perspective to inclusive education and capacity building practice

Organisational Accountabilities

- Willingness to work in accordance with ACTU policies and procedures.
- A commitment to the values of trade unionism, inclusion and social justice.
- A commitment to being comradely, committed and courageous in all work engagements.
- Capacity to exercise judgement and discretion within a politically sensitive environment.
- Respect for cultural and social diversity within the union movement, workforce and community.
- Proven ability to work proactively, self-direct work and manage ambiguity.

Key Contacts

Key Internal Contacts ATUI & Capacity Building Work Centre All ACTU Work Centres and Staff ACTU Leadership	External Contacts ACTU affiliates Other stakeholders and relevant external parties
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