

e-LfH Job Description – Content Author

Role Overview

The Content Author (CA) is a subject-matter expert selected by the Module Editor (ME) and commissioned by the Project to write a session. The CA plays a key role in the project. The CA is responsible for writing content and working closely with the Instructional Designer (ID) to develop the content into an e-learning session which addresses specific learning objectives. The provision of supporting material such as images for their session is also part of the CA role.

As a CA, your commitment is paramount in the success of the project. You will need to be creative, accurate, enthusiastic and proactive and have sufficient time to dedicate to the project.

Based on our experience we recommend that a CA should not try to write more than two sessions at one time as this will have an impact on delivery. In addition, co-authoring sessions should be kept to a minimum as this can be difficult to manage.

Key Role Aspects

Key aspects of the role are:

- Working with your Module Editor to complete the Session Plan
 - Attending workshops to ensure you are familiar with your role on the project
 - Working closely with your Module Editor to resolve any content-related queries
 - Keeping your Module Editor informed of your progress and highlighting any issues that will affect development
 - Providing suitable educational material for the session based on the agreed Session Plan
 - Providing additional resources such as images, cases, statistics, etc where appropriate
 - Ensuring permission/copyright to use additional material has been provided
 - Working with the Instructional Designer (ID) to complete the session design
 - Providing feedback and answering any content related queries during the development process
 - Applying feedback from the Module Editor
 - Signing-off the session once completed
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