



## Role: Education & Community Lead

**Employer:** ProgHist Ltd, publisher of *Programming Historian*

**Salary:** £26,000 (pro rata) + home office budget

**Hours:** 0.4 full time equivalent; open-ended contract

**Location:** Remote home working; the successful candidate must have permission to work in the UK by the start of their employment

**Reports to:** Chair of ProgHist Ltd

**Responsible for:** none

**Posted:** 29 April 2022

**Application closing date:** 30 May 2022

### Role Description

The Education & Community Lead role is an exciting remote part-time opportunity to join our global-facing digital humanities team, to promote the goals of our multilingual publishing project. Your primary role is to administer, develop, improve, and provide community-facing activities aimed at better supporting educators, learners, and project partners in their use of *Programming Historian* <https://programminghistorian.org>. This will include but is not limited to hosting virtual events, training teachers how to use *Programming Historian* effectively, planning and executing our communication strategy, and building relationships with current and potential supporting organisations.

The successful candidate will be able to lead events and write effectively in English and at least one other of our publishing languages (Spanish, French, Portuguese). They will have excellent organisational and communication skills, be good at problem solving, and work well in a remote working environment. They will have a demonstrable knowledge of humanities and/or digital humanities in an academic setting and experience leading workshops or seminars in an educational setting. They will possess a high level of cultural awareness.

The *Programming Historian* project is a world leading pedagogy and digital methods initiative committed to open educational resources and open digital pedagogy. It was the first publication of its kind dedicated to making digital humanities skills accessible to learners anywhere in the world, for free. The project now publishes in four languages (English, Spanish, French, Portuguese), each of which is supported by a team of academics working in digital humanities. These four publications have published more than 180 peer-reviewed tutorials, reaching millions of readers around the world.



The *Programming Historian* team is committed to diversity, and we insist on a harassment-free space for all contributors to the project, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or technical experience. The candidate will help us live these values.

### **Working relationships and contacts:**

The post holder will report to the chair of ProgHist Ltd, and will work closely with the staff and trustees of ProgHist Ltd, the managing editors of the four *Programming Historian* publications, and the editorial teams of each. They will also work with external parties and service providers in the course of their duties, including those for whom English is not a first language.

The post holder will be an employee of ProgHist Ltd.

### **Benefits**

- A flexible working pattern to be determined with the candidate
- 12 days annual leave per annum, plus UK Bank Holidays and all closure days as defined by UCL (<https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures-2021-22>)
- £800 annual budget for equipment, research, or learning.

### **Informal Queries:**

Informal queries can be made to Dr. Adam Crymble, Chair of ProgHist Ltd at [admin@programminghistorian.org](mailto:admin@programminghistorian.org)



## Person Specification

	Essential or Desirable	Assessment Method (Application/Interview)
<b>Qualifications, experience and knowledge</b>		
MA in humanities or digital humanities or equivalent experience	E	Application
Associate fellowship in Higher Education Academy, Qualified Teacher Status, or another equivalent teaching qualification	D	Application
Curriculum design experience	D	Application/Interview
Social media or communication strategy experience	D	Application/Interview
Comfortable learning a range of technologies	D	Interview
Experience of remote teaching or event management	D	Interview
Experience working with a multinational/multicultural team	D	Interview
<b>Skills and abilities</b>		
Fluent in English	E	Interview
Fluent in at least one of Spanish, French, or Portuguese	E	Interview
Time management skills	E	Interview
Ability to communicate effectively	E	Application
Commitment to continuous professional development	E	Application
Commitment to high quality teaching and a positive learning environment	E	Application

## How to Apply:

Please send a C.V. (max 2 pages) and cover letter outlining why you would make a good match for the position, to [admin@programminghistorian.org](mailto:admin@programminghistorian.org)