## Terms of reference

## for the position of the digital platform coordinator/content administrator

## in project Octopus

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| Position: | **1.1.2.01 The digital platform coordinator/content administrator** |
| **Duty level:** | 50-80% workload |
| **Duration:** | 8 months, starting from the 1st of May 2024 |
| **Duties and responsibilities:** | • Overall coordination of the project activities related to the creation and functioning of the digital learning platform.  • In charge of the creation and support supervision of a digital platform in close coordination with the Platform developer, communicating the technical issues and review of the changes.  • Promotion of the platform and its basic content.  • Development and editing of the texts, types, and titles of headings, explanations, guides for users, etc.  • Organization of the day-to-day functioning of the digital platform, setting tasks to the communication officer in its promotion, preparation of announcements for courses, lectures, master classes, and other online events, including those within FSTP projects, and running the calendar of events.  • Organization of procurement of authors of lessons, master classes, and long-term education courses, their acquaintance with the digital online platform.  • Development of guides for teachers and parents on how to use the platform.  • Methodological assistance to authors and users of the digital platform (onboarding, assistance in placement of courses).  • Integration of FSTP-developed curricula and methodologies into the overall digital platform activities.  • Organization, collecting and analyzing feedback, monitoring, and evaluation of the platform’s activities.  • Uploading materials to the project library.  • Management of third-side services (google, midjourney, zoom, mentimeter, etc) in terms of subscription management, providing teammates with one-time codes, etc. |
| Reporting: | Monthly time sheets according to the template.  Quarterly narrative reports according to Contractor’s template. |
| Duty station: | Online. |