



ST PETER'S HALL

INSTRUCTIONAL DESIGN LEAD (PART-TIME/ FULL-TIME)

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St Peter's Hall (SPH) is a registered charity that functions as the Training Arm of the Anglican Diocese of Singapore. The 3 main beneficiary groups are Anglican Seminarians studying at Trinity Theological College, In-Service staff hired within the various parts of the Diocese, and all the Lay members of the Diocese, spanning 27 parishes in Singapore and many more congregations in neighbouring countries.

The Instructional Design Lead is a strategic role responsible for designing, developing, and managing SPH's training programmes, systems, and learning materials. It ensures courses align with curriculum priorities and real learner needs, delivered through scalable, effective formats. The role leverages technology and digital learning platforms, incorporating multimedia and emerging tools to enhance learning. It also analyses learning data and engagement metrics to improve outcomes. Responsibilities include setting instructional standards, overseeing course development systems, managing vendors, supporting rollout across parishes, driving learning innovation, and contributing to general SPH administrative operations while collaborating with internal and external stakeholders.

DELIVERABLES

• Instructional Design

- I. Structured training programmes and learning materials are designed and developed using effective instructional design approaches;
- II. appropriate assessment and evaluation methods are established to measure learning outcomes and training effectiveness;
- III. IV. V. learning data are analysed to support continuous programme improvement; learning materials and platforms are ensured to be accessible and inclusive; the implementation and operation of SPH's course development and training management systems are supported;
- VI. coordination with vendors is carried out to align systems with curriculum workflows;
- VII. digital tools and emerging technologies are integrated to enhance learning delivery and innovation.

• Admin & Ops

- I. Seamless day-to-day admin are coordinated and delivered, which could include managing facilities, logistics and seminarian welfare needs.



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DUTIES & RESPONSIBILITIES

- Support the Warden in designing and developing training courses and learning programmes for St Peter's Hall (SPH).
- Lead instructional design for SPH's training initiatives and oversee the development of the organisation's course development and training management systems.
- Guiding external vendors implementing the course development pipeline.
- Ensuring training programmes are designed with clear learning outcomes, effective learning methods, and accessible learning experiences.
- Collaborate with internal stakeholders, trainers and partner institutions to develop structured courses that support the formation and training needs of the Diocese and its parishes.
- Carrying out certain admin & ops functions for the general operations of SPH.

REQUIREMENTS

- Willingness to learn, embrace and serve the Anglican Church's values, ethos, nuances and SPH's mission (see www.sph.org.sg/about/).
- Flexibility and adaptability to changes, challenges and a wide range of people and organisational needs.
- Willingness to embrace ambiguity and experimentation.
- Interest to innovate and apply relevant ideation strategies (e.g. Design Thinking principles).
- Keenness in being the bridge in the uncharted space between seminaries and parishes, and to be involved in wider work beyond parishes and SPH.
- Keenness in working collaboratively with trainers, institutions and ministry stakeholders to strengthen training initiatives across SPH programmes.
- Willingness to take on occasional work outside of office hours and on weekends, where exigencies of service require it, such hours being compensated by time off-in-lieu.
- Experience in curriculum design and instructional design for training programmes or courses.
- Ability to design structured learning experiences and translate subject expertise into effective course formats.
- Ability to develop learning materials and digital learning resources.



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REQUIREMENTS (CONT'D)

- Familiarity with digital learning platforms, LMS or workflow systems.
- Experience managing projects involving multiple stakeholders or technology vendors.
- Strong communication and collaboration skills.
- 5–8 years of experience in instructional design, curriculum development, training or education roles.
- Experience working with digital learning platforms or training systems is advantageous.
- Bachelor's degree or equivalent experience in education, training or related fields.
- Fluent in written and spoken English.
- WSQ Advanced Certificate in Learning and Performance 2.0 (ACTA/ACLPL) or equivalent preferred.

Interested applicants please write to: aaronho@sph.org.sg with a cover letter and a completed application form (download from this [link](#)).

In your cover letter, briefly explain your interest in the role and highlight how your experience in instructional design and demonstrated leadership in managing projects, stakeholders, or teams is relevant to this role in SPH.

Closing Date for Submission: 26 April 2026