



E LEARNING CONTENT MANAGER

Reports to	Development Director
Direct Reports	E learning content integrator,
Indirect Reports	

ABOUT IAAF

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics.

It includes 6 continental federations and 214 national federations. The IAAF organizes many major athletics competitions worldwide, including World Athletics Series (WAS) and One Day Meetings, Diamond league and IAAF Road Race label events. Its mission is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity.

It is based in Monaco, has a staff of 90 persons, from 21 different nationalities.

Lord Sebastian Coe was elected as the new IAAF President in 2015 and has since instigated a period of organisational transformation and modernisation. Needless to say that this is an exciting and stimulating time to join IAAF!

KEY INTERNAL RELATIONSHIPS

- CEO
- CIO
- IAAF Department Heads
- IAAF Department Managers

KEY EXTERNAL RELATIONSHIPS

- Expert groups
- Working Groups
- IAAF Commissions
- eLearning service providers
- Various stakeholder groups

GENERAL OVERVIEW OF THE POSITION

The eLearning content manager is responsible for designing the entire learning pathway for users of the future IAAF eLearning environment.

The eLearning content manager develops the learning objectives, supervises the production of curricula and storyboards, selects the right learning tools in cooperation with our eLearning service provider and ensures quality control of the finished eLearning packages.

The eLearning content manager manages a small young team and organises its work and meets deadlines within multiple workstreams.

MAIN ACTIVITIES

- Analysing external and internal requests for eLearning
- Defining learning objectives and translating these into compelling blended learning solutions.
- Setup up and supervise the production of curricula and storyboards
- Working with instructional designers ensuring the use of a variety of delivery tools
- Provide technical support to the team
- Set up of a system for train-the trainer sessions.
- Set up a regular social media channel plan.
- Coordinate the in-house production of content.
- Brainstorm with members of IAAF Departments to develop new ideas, write first storyboard



- Establish feedback systems to refine learning programmes.
- Establish a system for management of customer relation
- Manage the updating of existing e-learning content when required
- Define KPIs for services and provide solutions for monitoring and reporting.
- Establish efficient resource planning and processes to manage multiple workstreams
- Work with agency to set deadlines and deliverables and to best execute the vision as set by the Department

SOFT SKILLS

We expect excellence and total integrity

- Positive attitude
- Leadership skills
- Personal responsibility
- Good work habits
- People skills
- Problem solving
- Decision making
- Respect for context
- Service oriented
- Team worker

REQUIREMENTS

- Bachelors or master's degree or equivalent in Instructional Design/ Education/ Technology
- Deep technical knowledge and experience of learning design, adult learning principles (pedagogy) and project management
- A minimum of 5 years in an eLearning design role or equivalent
- Strong understanding of digital development tools
- Experience in working with content management (ex-Drupal) and publishing systems
- Experience of ensuring timescales are met and working with multiple stakeholders
- Profound knowledge of the various authoring tools to create high quality E-Learning
- Proven track of the ability to develop content that provokes engagement
- Comfortable with both MAC and PC
- Very good command of English, both oral and written
- Ability to analyse data
- Strong leadership qualities
- Basic understanding of legal concepts, esp. copyright
- Basic understanding of financial concepts, esp. budget planning.
- Basic understanding of data security and GDPR
- Advanced proficiency in MS Office Suite
- Experience in sport, Athletics preferred

Please send your CV with a short cover letter to emploi@iaaf.org before September 27th, 2019.