E LEARNING CONTENT MANAGER

Reports to	Head of Development
Direct Reports	eLearning content integrator
Indirect Reports	

About World Athletics

World Athletics – WA (formerly the International Association of Athletics Federations – IAAF) is the international governing body for the sport of athletics that includes track, field and road events. It includes 6 continental federations and 214 national federations, each a member of the WA.

"WA organises the leading athletics competitions worldwide including the World Athletics Series of events and its flagship the biennial WA World Championships and administers One-Day Meeting circuits such as the World Indoor Tour and Diamond League and Road Race Label events. Athletics is the no. 1 sport in the Olympic Games and its vision is to be a top 4 global sport by 2020. The mission of WA 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."

WA is based in Monaco and has a staff of over 90 representing 20 different nationalities. Lord Sebastian Coe was elected as the WA President in August 2015 and re-elected in September 2019. During his Presidency, he has instigated a period of high-profile organisational transformation and modernisation as well as wide spread reforms across the sport globally.

The sport continues to undergo radical review which includes the following areas of focus: remaining relevant and attracting new fans and participants, generating new revenues, building relationships, rebranding, reengineering elements of the sport and reconnecting the world's biggest sport movement, running, with the elite events that people love to watch. Needless to say, this is an exciting, stimulating and busy time to join World Athletics.

KEY INTERNAL RELATIONSHIPS	KEY EXTERNAL RELATIONSHIPS
• CEO • CIO • WA Department Heads • WA Department Managers	• Expert groups • Working Groups • WA 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 WA 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@worldathletics.org before March 31st, 2020.