

Learning management system support officer (temporary contract - 100 hours – Netherlands based)

At Fair Wear Foundation, we know there's a better way to make clothes. One where the garment industry supports workers' rights to safe, dignified and properly paid employment.

We partner with brands and support workers, taking practical steps to show that it's possible to make clothes in a fairer way. With trade unions, governments, and other industry influencers, we push towards a new normal to create systemic change that goes far beyond our reach. Together, we're making fashion fair for everyone.

Fair Wear is an international non-profit organisation with around 45 highly diverse staff based in The Netherlands and Germany, as well as expert teams in eleven production countries. For more about our work, see [here](#).

OVERVIEW OF ROLE

This position is for a total of 100 hours (4 for the onboarding and 96 for moving the learning content) from January 1st 2024 till March 15th 2024. The candidate can be based in the Netherlands. This position aims to support the learning team in moving the digital learning material (modules/programmes) from our current learning management system (eloomi) to a new one (Maple LMS) in the indicated period.

RESPONSIBILITIES

Learning management system support officer

After an initial onboarding on the learning management systems used at Fair Wear, you will support the learning team to move the digital learning material from one LMS to another.

- 1** You map all the learning digital learning materials existing in the current LMS (circa 45 modules) and create an overview and timeline to move the content in the indicated period of time to the new LMS
- 2** You will move the indicated learning content following a dedicated template provided by the learning team
- 3** You are responsible for maintaining data integrity, and proactively signalling any issues (including adjustments needed in the timeline).

SKILLS AND QUALIFICATIONS

We are looking for someone with the following qualifications and skills:

- 1** High-school/HBO/ Bachelor's student
- 2** Excellent written and spoken English
- 3** Proven experience in working with the back-end of learning management systems
- 4** Good planning and problem-solving skills
- 5** Can meet tight deadlines and work independently.

SALARY

We offer 1.327,00 euros for 100 working hours.

For more information about the function, you can contact Gemma Giammattei at giammattei@fairwear.org. If you are interested, send your English application of a CV and a one-page cover letter to vacancy@fairwear.org no later than December 15th 2023.

Note: we will be interviewing candidates on a rolling basis and will close the vacancy if the right candidate is found before the stated deadline. An assignment is part of the application procedure.