



Learning Community Manager

Job title: Learning Community Manager

Reports to: Senior Manager, Leadership Development

Location: Geneva, Switzerland

Availability: As soon as possible

About UICC

The Union for International Cancer Control (UICC) is the largest global membership organisation dedicated to the fight against cancer. Founded in Geneva in 1933, UICC has over 1200 member organisations in 172 countries. UICC's mission is to both unite and support the cancer community in its efforts to reduce the global cancer burden, promote greater equity and ensure that cancer control remains a priority on the global health and development agenda. UICC has consultative status with the United Nations Economic and Social Council (ECOSOC) and has official relations with the World Health Organization (WHO) and partnerships with the International Agency for Research on Cancer (IARC), the International Atomic Energy Agency (IAEA) and the United Nations Office on Drugs and Crime (UNODC). UICC is committed to working in partnership, and engages over 58 partners, including associations, companies and foundations, to amplify and extend its collective impact. UICC is a founding member of the NCD Alliance, the McCabe Centre for Law & Cancer, the International Cancer Control Partnership (ICCP) and established the City Cancer Challenge Foundation in January 2019.

Capacity Building

Capacity Building is one of the three core pillars of UICC's work, alongside Advocacy and Convening. Through the development of specific capacity building initiatives and programmes, UICC aims to foster an influential cancer community with the skills, knowledge, networks and resources to deliver effective cancer prevention and control. The Capacity Building programmes and opportunities offer a wide variety of support to UICC members and the cancer community, including online learning, project grants, individual fellowships, mentoring, technical support and facilitation of connections and networks. These opportunities focus on multidisciplinary themes such as national advocacy, cancer control planning, health systems, organisational leadership and patient engagement.

Online learning

UICC has been supporting the continuing education of cancer control professionals through online learning since 2014. Starting from a limited number of blended learning opportunities combining an online component with in-person workshops at the World Cancer Congress, UICC's online learning offer has evolved over the years and now includes a dedicated eLearning platform hosting a range of both self-paced and cohort-based online courses available throughout the year.

As UICC expands its online offer to support its members, it is envisaged that online learning and the development and management of learning communities will play an increasing role in supporting UICC's strategic priorities, and in enabling an engaged and knowledgeable UICC membership community.

Summary of position

The Learning Community Manager leads the development and facilitation of ongoing, participatory online learning experiences for professionals from across UICC members and communities. S/he is responsible for driving overall engagement on UICC's eLearning platform, including informing the online learning's content strategy, encouraging the creation of relevant content by UICC and other key stakeholders, and advising on participatory learning techniques and formats.

Main responsibilities

Online learning content planning and management

- Develop, implement and regularly review the content strategy for UICC's eLearning platform to ensure the online learning offer aligns and supports UICC's priority areas and addresses identified learning needs through a relevant mix of online learning delivery formats
- Work with course content leaders and subject matter experts to develop and implement individual courses aligned with content strategy
- Manage the accreditation process of online courses
- Monitor, evaluate and report on progress and impact of UICC's online learning offer.

Learning communities' management and engagement

- Be the key point of contact for users of the UICC eLearning platform, including oversight of users' registrations and activities
- Provide UICC colleagues with insights on learners' preferences and areas of need to ensure online learning offer is informed by users' needs
- Develop opportunities for participatory and peer-learning activities both within individual courses' cohorts, in collaboration with course leaders, and across the entire online learning community
- Support other Capacity Building programmes with the design of online learning spaces and experiences tailored to each programme's beneficiaries when relevant.

Impact, communication and partnerships

- Develop and implement a monitoring and evaluation plan for UICC's online learning offer and document its impact across UICC's communities of learners
- Work with the Communications team to create and implement an outreach and communication plan for the UICC's online learning offer and activities, including the collation and sharing of online learning success stories
- Cultivate relationships with external partners and participate in partnership conversations that relate to online learning and learning communities.

Skills and competencies

- Graduate/Master's degree in a related field (for example: health sciences, public health, learning, international development, etc.) with familiarity and exposure to the field of cancer and non-communicable diseases desirable.
- Specialisation and/or experience in designing learning experiences and activities in online, as well as blended (both online and in-person) settings.
- A minimum of five years' professional experience in increasingly responsible roles in the coordination and management of projects preferably in an international non-governmental organisation's context.
- Experience in engaging communities of stakeholders through interactive activities and participatory platforms.
- Excellent communication skills, both in writing and verbally, and the ability to represent the organisation's voice in front of diverse communities
- High-level organisational and time management skills to organise own work, to establish priorities and meet deadlines.
- Excellent ability to work independently, across cultures, with multiple stakeholders.

- Forward-thinking, proactive and motivated to consider and envision better ways to accomplish deliverables.
- Highly computer literate, with proficiency in Microsoft Word, PowerPoint and Excel and ability to navigate eLearning management software and community management tools.
- Fluency in English with additional languages considered an advantage.
- The candidate should have a Swiss work permit or be eligible to work in Switzerland.