

Learning Technology & Content Specialist

JOB DETAILS	
LOCATION: Global South or Oxford	CONTRACT TYPE: Open-Ended
INTERNAL JOB GRADE: C2	DEPARTMENT and TEAM: Care and Core Operations Hub, Digital Services, AI, and Cyber Security
SALARY: In line with Oxfam Values and Location	HOURS (FTE): 36 (1 FTE)
<p>FLEXIBLE WORKING</p> <p>We believe flexible working is key to building the Secretariat of the future, so we're open to talking through the type of flexible arrangements which might work for you. We think this role would work particularly well as a compressed hours arrangement.</p>	
<p>COMMITMENT TO DIVERSITY AND INCLUSION</p> <p>We are committed to ensuring diversity and gender equality within our organization.</p>	
<p>DEPARTMENT PURPOSE: The Care and Core Operations hub provides efficient, safe operational functions and support grounded in Feminist Principles that enable OIS to play its role in the Confederation effectively and support the Confederation to have a greater impact through efficient and effective business support functions.</p> <p>TEAM PURPOSE:</p> <p>Digital Services, AI, and Cyber Security delivers core collaboration and productivity services to approximately 9,000 staff across the Oxfam confederation worldwide. Beyond platform management, the team plays a strategic role in driving digital transformation by engaging with the business to identify needs and co-develop solutions that enhance efficiency, connectivity, and impact. Through a user-centric and inclusive approach, DWP enables staff to work smarter, collaborate effectively, and contribute to Oxfam's mission in a digitally empowered environment.</p> <p>JOB PURPOSE:</p> <p>The Learning Technology & Content Specialist plays a key role in enabling impactful, technology-driven learning experiences across the Oxfam Confederation. This role is responsible for the administration and optimisation of learning platforms—including the Learning Management System and course authoring tools—and for the development of engaging eLearning content aligned with organisational goals. By collaborating with stakeholders across HR, IT, and programme teams, the role ensures that digital learning solutions are accessible, relevant, and continuously improved. Through a user-focused and inclusive approach, the role supports Oxfam's commitment to learning, capability building, and digital empowerment.</p>	
ROLE REPORTS TO	Head of Digital Workplace
ROLES REPORTING TO THIS POST	None
BUDGET RESPONSIBILITY	None

KEY RESPONSIBILITIES (Technical, Leadership, People, and Resource management)

1. Learning Technology Ownership

- Administer and maintain the Learning Management System (LMS) and associated tools (e.g., course authoring platforms).
- Ensure system reliability, user accessibility, and integration with other enterprise platforms.
- Manage user permissions, content structures, and reporting capabilities.
- Manage relationships with external learning technology vendors.
- Coordinate platform updates and support requests in collaboration with suppliers.

2. eLearning Development & Content Management

- Develop engaging eLearning modules using course authoring tools, aligned with organisational goals and digital workplace practices.
- Curate and manage learning content libraries, ensuring relevance, accessibility, and consistency.
- Support subject matter experts in translating knowledge into digital learning formats.

3. Stakeholder Collaboration & Enablement

- Act as a strategic partner to HR, IT, and departmental leads to align learning technologies with business needs.
- Provide guidance and training to content creators and platform users.
- Support the successful onboarding of affiliates into learning systems.
- Promote adoption of digital learning tools and practices across the organisation.

4. Monitoring, Analytics & Continuous Improvement

- Track usage, engagement, and effectiveness of learning initiatives.
- Use data insights to inform improvements in content, delivery, and platform performance.
- Stay current with trends in learning technologies and digital employee experience.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

Experience

- Proven experience administering Learning Management Systems (e.g., LMS365, Cornerstone, SAP SuccessFactors).
- Hands-on experience with eLearning authoring tools (e.g., Elucidat, Articulate Storyline, Adobe Captivate, Rise).
- Experience designing and delivering learning programs within the workplace.
- Background in learning and organizational development, IT or instructional technology roles.
- Experience working cross-functionally with HR, IT, and business stakeholders.

Knowledge

- Strong understanding of learning technologies, digital adoption strategies, and instructional design principles.
- Familiarity with Microsoft 365 ecosystem and enterprise collaboration tools (e.g., Teams, Box).
- Awareness of user experience (UX) and accessibility best practices in digital learning.
- Understanding of data privacy and compliance considerations in learning platforms.

Competencies

- Stakeholder engagement and communication skills to collaborate across departments.
- Analytical mindset to interpret data usage and drive continuous improvement.
- Project management and organisational skills to coordinate onboarding and learning initiatives.
- Empathy and cultural sensitivity in designing learning experiences for diverse audiences.
- Innovation and adaptability in using digital tools to solve learning and onboarding challenges.

Desirable

- Knowledge of French, Spanish, or Arabic would be an advantage

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.