

IRMA Overview

The global reliance on mined materials is undeniable. Mined materials form the backbone of modern societies, embedded in everything from our electronics to our infrastructure. Mining operations are essential to modern life, providing the materials necessary for all these other industries. The world is now expecting even more from mining operations, especially given their role in the global energy transition and in addressing the industry's historical legacy and ongoing adverse impacts.

The Initiative for Responsible Mining Assurance (IRMA) offers a robust solution. IRMA was founded on the belief that everyone impacted by mining should have a say in how responsible mining is defined and measured. Uniquely, IRMA was co-created by six diverse sectors, ensuring communities, workers, and NGOs are given an equal voice alongside mining companies, purchasers of mined materials, and finance professionals.

By convening experts, advocates, and industry leaders across these sectors, IRMA has developed an independent, best-practice standard for responsible mining, as well as a transparent process for assessing mine performance against that standard. As more audit reports are released, stakeholders are seeing that this system, built by all sectors, has concrete benefits for each one.

Terms of Reference

Objective

IRMA seeks a skilled consultant to drive the **design, development, and pilot launch of the IRMA Learning Hub**—an online platform that serves mine site professionals with implementing the IRMA Standard for Responsible Mining and in adopting best practices across operational, environmental, and social domains. The platform will be dynamic, user-focused, and accessible, offering a mix of learning tools, training content, and resources. The position will collaborate closely with the Secretariat, a range of external experts, and IRMA's members as the system is developed.

Scope of Work

Project Planning

- Develop and maintain a detailed implementation plan and phased project roadmap.
- Identify priority modules and associated learning objectives for the pilot phase.
- Define the Hub's learning structure and delivery methods (e.g. short training modules, self-assessments, resource libraries, downloadable tools, live sessions etc.).
- Convene and facilitate working group(s) to provide input on content development, design, and technical implementation, ensuring that the Learning Hub content is aligned with the IRMA Standard and reflects tangible, best-in-class practices in responsible mining.

Prototype Development and Design

- Collaborate with mining professionals, civil society leaders, and technical consultants to develop training content for each module and determine appropriate format.
- Manage the creation of multimedia content (eg. video production, editing).
- Build the prototype module(s) and platform with content, collecting and incorporating feedback from working groups.
- As needed, format content to comply with digital learning standards, preparing for integration into a chosen e-learning platform.

Communications and Engagement

- Develop language and materials to introduce the Learning Hub and make the value case to prospective users, clearly communicating its purpose, benefits, and accessibility.
- Lead regular workshop sessions with stakeholders to actively iterate during planning and development.
- Share progress with the Secretariat, working groups, and other stakeholders, adapting plans as needed.

Deliverables

Key project deliverables will include:

1. Project implementation plan and phased roadmap
2. Prototype modules and content
3. Introductory material for the Learning Hub

Timeline

This assignment is for the 2025 calendar year (ending 31 December 2025), with the opportunity to extend into 2026 to support further project development.

Rate and Payment Structure

- This is an independent contractor role, with compensation at an hourly rate of USD \$60/hour. The estimated projected workload is 10-20 hours/week, subject to project needs and not to exceed 600 hours in 2025.



- Invoices should be submitted on a monthly basis for approved project hours.

Qualifications

The successful candidate will demonstrate the following qualifications:

- Strong project management skills and demonstrated experience leading multi-stakeholder projects, with a focus on user-centered design and practical implementation.
- Minimum 5 years of experience in learning and development, program management, educational technology, or capacity building, preferably in the mining, environmental, or social impact sectors.
- Ability to manage the translation of complex concepts into accessible, actionable training content. Knowledge of the mining sector and/or standards systems preferred.
- Strong written and verbal communication skills. Ability to write clear, engaging content and facilitate productive, inclusive discussions with diverse stakeholders.
- Proficiency with digital learning platforms, e-learning tools, and/or content management systems preferred.

Location

IRMA operates fully remotely, with team members located globally. The candidate's location can be flexibly based. Location should have reliable internet for consistent access during working hours.

Proposal Submission

Please share a 2-3 page proposal that includes:

- Proposal or cover letter including background and approach
- Relevant qualifications and experience (can also be provided as a CV)
- 2-3 professional references

Submissions should be emailed as PDF or Word documents to careers@responsiblemining.net. Proposals will be evaluated on a rolling basis, with a requested submission date by 28 May 2025.

Questions may be directed to careers@responsiblemining.net.

IRMA is committed to equity, diversity, and inclusion. We encourage proposals from consultants and firms that share these values and incorporate equitable practices in their work. We welcome submissions from individuals of all backgrounds and do not discriminate on the basis of race, gender, sexual orientation, age, disability, or other protected characteristics.