



JOB POSTING – COUNTRY DIRECTOR, CANADA PROGRAMS

Closing Date:	September 30, 2019
Organization:	Right To Play International
Department/Division:	Global Programs Unit
Work location:	Toronto, Canada
Authorized to work in:	Canada (Indigenous candidates are highly encouraged to apply)
Hiring Range:	\$92,000 - \$102,000 (CAD) per annum

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

At the heart of our work in Canada is a theory of change that sees a collaborative partnership between Right To Play and local communities, schools and organizations as fundamental to promoting positive child and youth development. Today, 85+ Indigenous communities, and 50+ Toronto schools and community centres implement Right To Play programs, empowering over 6,000 youth through our Youth to Youth (Y2Y) and Promoting Life-Skills in Aboriginal Youth (PLAY) programs.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

Reporting to the Global Director, Country Operations, the Country Director, Canada Programs is responsible for providing high-level oversight, strategic guidance and technical support to RTP Programs in Canada. The ultimate

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goal of the position is to manage and grow Right To Play's programs in Canada to increase the quality, efficiency and long-term impact of our programs; and to promote and advocate for sustained high level engagement of civil society organizations and the communities with which we partner.

The position is based in Toronto, Ontario; however, extensive travel within Canada and some travel internationally is required.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: External Relations and Advocacy (30% of Time):

- Oversees the development of the domestic government fundraising strategy and efforts with the support of the Canada Programs Partnerships Manager
- Works closely with the fundraising team in the Canadian National Office at Right To Play to secure additional revenue for Canada Programs through corporate, foundation and high net-worth individual fundraising
- Supports the development of proposals in coordination with all internal stakeholders
- Keeps abreast of the trends within the donor environment in Canada
- Participates in policy discussions pertaining to Right To Play's domestic programs
- Supports donor stewardship for all domestic government donors including ongoing relationship development, events, and regular engagement
- Represents Right To Play to current or potential donors to secure and sustain funding

Job Responsibility #2: Communication and Representation (20% of Time):

- Represents Right To Play in strategic meetings, conferences, forums and other public events, and contributes towards consolidating and raising its profile
- Develops and strengthens relationships with local organisations and networks and establishes national strategic relations and alliances with partners and civil society, particularly Indigenous governance bodies and Indigenous-led organizations
- Represents the organization in local media, promotes knowledge of Right To Play programs, mandates and values amongst all stakeholders, potential partners and the general public with a high degree of political acumen and deep understanding of Canadian discourse surrounding reconciliation and allyship
- Facilitates donor visits and meetings with a high degree of cultural competence
- Promotes Right To Play's organizational identity and capacity to all stakeholders and partners and ensures Right To Play remains relevant to the changing needs of disadvantaged people in the country
- Ensures strong working relationships and collaboration with current and new partner organizations through regular correspondence, engagement, reporting and meetings
- Supports preparation and hosting of strategic donor and Right To Play senior leadership visits

Job Responsibility #3: Program Strategy Development and Implementation (15% of Time):

- Develops the strategic vision and direction of the program(s) in line with the strategic direction of Right To Play International
- Ensures accountability of Right To Play activities at all levels through efficient and transparent use of program resources
- Further develops and refines comprehensive Monitoring & Evaluation frameworks and systems that align with program, beneficiary and donor needs, and demonstrate a deep understanding of the OCAP Principles
- Keeps abreast of the social-economic and political changes in the environment and undertakes timely strategic review of the Right To Play program strategy in Canada ensuring continued relevance particularly within anti-racist/anti-oppressive models of community development as well as Indigenous models of community development
- Maintains close communication with HQ and the Global Programs Unit concerning relevant factors and changes in environment
- Coordinates the production of timely quality programme reports in line with the Right To Play and donor requirements

Job Responsibility #4: Program Financial Management, Quality and Reporting (15% of Time):

- Provides oversight on all finance and administrative management of the Program
- Oversees the Canada Programs annual budget and monitors and verifies the program budgets in adherence to approved budgets and procedures
- Oversees the Canada Programs funding framework to ensure that all budgets align with donor requirements and grants
- Ensures adequate mechanisms are in place for monthly & quarterly budget monitoring and reviews and minimizes significant expenditure variances
- Ensures monthly & quarterly financial monitoring systems provide timely and relevant reports to Canada Programs staff and the Global Programs Unit, including analysis and tracking of grant commitments and obligations
- Oversees the effective implementation and compliance with the Finance Manual & other internal policies as well as compliance with procedures required by grant or contract agreement
- Ensures all program staff have an understanding of financial and internal control systems, budget and work in compliance with Right To Play Finance policies, authorization level policies, procedures
- Oversees the collation and timely submission of key technical, baseline, project evaluation, donor and other monitoring and evaluation related reports to donors and the Global Program Unit as required. Oversees annual and project-specific audit processes within the Canada Programs
- Ensures that learning is regularly generated within all projects, documented and shared

- Ensures all monthly, quarterly finance reports are accurate and submitted to HQ in timely manner
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Job Responsibility #5: People Management, Capacity Building and Compliance (15% of Time):

- Oversees overall Canada Programs people management processes providing advice on the management of all staff to ensure this complies with Right To Play's stated policies, practices and procedures as well as the relevant employment laws
 - Ensures that staff recruitment meets high quality standards in terms of competencies, experience and character in order to drive the organization to excellence
 - Provides advice on the interpretation of policies, regulations and processes and supports the senior team in explaining rights and responsibilities to the staff in accordance with the Right To Play employee policies and relevant labour law
 - Oversees and monitors efficiency and fairness of recruitment processes following Right To Play guidelines in coordination with the Global People & Culture team and the Global Program Unit
 - Ensures all employees receive the appropriate orientation and understand the Right To Play structure, policies, processes and systems and the work required from them
 - Oversees the mentoring and training of staff to ensure that they have the appropriate skill levels for their positions and are developing to their full capacity
 - Ensures adequate implementation of the Performance Management System including performance work planning, reviews, appraisals and staff development
 - Leads, coaches and develops the Senior Management Team, ensures they are equipped with required expertise in programmes, policy, advocacy and finance
 - Ensures that the Canada Programs Senior Management Team is effective, mutually supporting and efficiently involved in decision making
 - Responds to legal claims or investigations, seeking legal advice as appropriate
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Job Responsibility #6: Security, Safety and Welfare (5% of Time):

- Carries out risk, vulnerability and threat assessments as well as physical security assessments of all sites making prioritized recommendations for improvement through the Standard Operating Procedures and contingency plans, and follows through with approved recommendations
- Ensures that child safeguarding and gender equality are integrated into all program and organizational risk assessments and budget and quality mitigation strategies are put in place
- Ensures that staff, coaches, leaders and volunteers are aware of the Child Safeguarding and Gender Equality Policies, receive adequate training, sign the Attestation of Commitment to Child Safeguarding Form and RTP Code of Conduct, and act in compliance with this policy
- Ensures adequate reporting on child safeguarding matters as well as any violations of policy or compliance

EDUCATION/TRAINING/CERTIFICATION:

- Master's degree in social sciences, development studies, social work, education or other related discipline OR comparable combination of education and lived experience working with and in Indigenous communities and/or an anti-racist community development environment
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EXPERIENCE:

- 10 years of experience in a leadership role within a large organization working on strategic planning, government relations, project planning and implementation, monitoring and evaluation, human resources and financial management
- Experience in managing issues related to international or community development programming (e.g. sport for development, health, education, community recreation programs, gender equality, etc.)
- 5 years of experience working with First Nations or other Aboriginal communities in Canada

COMPETENCIES / PERSONAL ATTRIBUTES:

- Consensus-based leadership, influencing and managerial skills
- Strategic planning skills and ability to translate strategy into operational plans
- Diplomacy
- Personal connection to Indigenous and/or anti-racist programming
- Excellent interpersonal communication skills to build rapport with staff, partners, government officials, donors and community leaders
- Creativity and problem solving skills
- Strong presentation skills
- Superior organizational skills and ability to multi-task
- Ability to work under pressure meeting deadlines
- Demonstrated ability to set team priorities, manage projects and budgets

KNOWLEDGE/SKILLS:

- Proven knowledge of program management tools and procedures
- Proven knowledge of budgetary control and financial management, including ability to read and understand financial data
- Proven experience in proposal development and report writing
- Demonstrated computer skills especially in MS Office packages

LANGUAGES:

- Fluency in spoken and written English

DESIRED QUALIFICATIONS (An asset)

- Post-secondary degree in Indigenous Studies and/or Public Policy
- Fluency in Indigenous languages and/or French



- Fundraising experience

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills. You are thrilled at the opportunity to make an impact in the Aboriginal communities of Canada and you love fundraising.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. We offer a competitive salary and benefits package including Group RRSP Plan with 3% matching contributions, gym membership, flexible work policy (e.g. work from home and flex hours) and summer/winter hours.

Target Start Date: Immediate
Contract Duration: Permanent/Full-time

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to careers@righttoplay.com and kindly include “Country Director, Canada Programs” and your name in the subject line. Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check and vulnerable sector screening as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

