



JOB POSTING – Program Development Officer, Indigenous Programs

Organization:	Right To Play International
Department/Division:	Indigenous Programs
Work location:	Toronto OR Vancouver, Canada. Potential to work remotely.
Work arrangement:	A combination of in-office and remote-working in accordance with Right To Play’s work arrangement and the operational needs of the department
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range:	\$55,000 - \$59,000 CAD per annum
Target Start Date:	Immediate
Contract Duration:	Permanent/Full-time
Closing Date:	Open until position is filled

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 reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

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:

If you're a highly collaborative leader with a passion for designing & building new programs for children and youth, managing projects, and working in a fun and playful environment, this could be the role for you!

Reporting to the Senior Manager, Partnerships and Development, the Program Development Officer will be responsible for ensuring that the priority areas of the strategic plan are designed and implemented with a high degree of quality and effectiveness and aligned with meeting community-level needs, OCAP Principles and organizational strategies and outcomes. The incumbent will work with internal staff, external partners, advisory/working groups, and consultants to support the co-development and implementation of strategic priority areas; at the time of this posting, the Indigenous Programs team is implementing its 2021-2025 Strategic Plan, the focus areas of which are: Land-Based Programming, Quality Education, Responding to Crisis, Youth Leadership, and Health & Wellbeing Programming. Support from the PDO toward each priority area project will vary in scope. However, future strategic priority areas will evolve over time in response to developments of the programs, and this role will provide continuous support to the development of strategic priorities. This role will manage time-bound specific projects, as well as overall success of strategic program development. Collaboratively working with the Indigenous Programs team, including the Training & Curriculum Team and Monitoring, Evaluation, and Learning Team, the incumbent will work with the Senior Manager to provide guidance and support in the training and program deliverables for the Indigenous Programs to implement current and future strategic projects.

The Program Development Officer will be expected to travel to program locations across Canada, up to 50%.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Research and Program Development (40% of Time):

- With guidance from the Sr. Manager, Partnerships and Development, and through research and content-expert advisory circles, create a clear theoretical/evidence-based framework to support programming
- Work with Sr. Manager, Partnerships and Development to create a comprehensive program development plan, including planning, pilot, and implementation stages, for on consultant expertise and research/advisory circles; including but not limited to developing program framework/cycle, partnership engagement, application process, evaluation framework, training & curriculum needs, costing; etc.
- Collaborate with the Training & Curriculum team to develop frameworks and work plans for creation of supporting program tools and staff training that support the strategic plan focus areas

- Work collaboratively with staff and working groups in the development of the strategic priority focus areas while using a play-based learning approach and critical pedagogical lens to inform the successful programming and outcome goals
- Lead and organize meetings and working group sessions with staff, external expert advisory circles, consultants, and community partnerships specific to the strategic plan focus areas
- Provide written updates for internal and external reporting on the development and progress of the strategic plan focus areas
- Provide support to the Sr. Manager, Partnerships and Development and strategic plan priority areas, when available and required
- Write and prepare reports on each priority area, and occasionally present information to RTP staff, Indigenous Advisory and external partners, as directed and when required

Job Responsibility #2: Project Management & Program Pilot Implementation (20% of Time)

- Accountability of developing and executing relevant project work plans; setting their work plan to meet priorities, goals, and timelines in alignment with the strategic plan
- Collaborate in working with Right To Play (RTP) staff and external partners in the development and implementation of culturally responsive programs per project area
- Travel to communities where program pilots are being implemented, and provide program training support in-community as required
- Compile information, feedback and direction from relevant project teams (workgroup, advisory, partners) and external resources on applicable content and work with the curriculum team to develop and implement appropriate resource and program
- Compile information, feedback and direction from the relevant sources (workgroup, advisory, partners) and external resources on how to develop and run strategic area programs, and create program manuals for Community Mentors
- Collaborate with the Right To Play Training team on how to deliver and implement a training program for the Community Mentor on the new program
- Design and lead plan for integration of pilot programs into existing team structure (Training; Program Officer support; etc).
- Work with internal and external partners to develop programming and training & curriculum that uses an Indigenous Methodologies approach, and is aligned with the OCAP Principles

Job Responsibility #3: Partnership/Community Engagement and Implementation (15% of Time):

- Creation and oversight of advisory circles, consultants, partnerships, and coordinate meetings and advisory circle logistics (i.e., dates, a/v, honorariums, payments, travel, etc.)

- Network within appropriate industries to promote programming, including working with the respective Manager and the Canadian National Office to ensure effective donor engagement and reporting that is directly related to the strategic plan focus areas
- Outreach and build relationships with interested communities, organizations, institutions, etc., that are invested in the strategic plan focus areas
- Manage intake of interested organization applications to review for fit and internal capacity; create internal systems for training delivery which matches internal team capacity
- Work with the Training & Curriculum Team to provide capacity building and workshops for internal staff
- Travel nationally to conferences events and schools to delivery programming, trainings, workshops, and/or attend meetings
- Creation of communication plan, tools, and collateral to share with strategic plan partners

Job Responsibility #4: Financial Management and Report Writing (15% of Time):

- Budget management; accountable for overseeing budget needs, payments, spending, and reconciliation of funds for donors
- Work with the Training Specialist to design the yearly program budget for internal and external training needs
- Create and manage budgets for consultants, advisory circles, and travel
- Process and submit event invoices and expenses, inclusive of external facilitators, in a timely manner
- Assist in the development, submission, and reporting of grants when requested to fund Indigenous Programs trainings and special projects
- Submit all financial reports and project expenses in a timely manner

Job Responsibility #5: Monitoring, Evaluation, and Learning (MEL) (5% of Time):

- Co-developing all MEL evaluation strategy and tools with partner communities using OCAP principles, specific to the strategic plan focus areas
- Work in collaboration with Sr. Manager, Partnerships & Development and MEL team to establish internal systems for data collection, protection, and usage, using OCAP principles
- Consolidate and analyze all completed MEL tools to draft comprehensive reports on the successes and challenges of each event
- Ensure program Theories of Change are being implemented, monitored, and evaluated
- Draft synthesized reports for funders and partners
- Work with Senior Manager, Partnerships & Development on Knowledge Mobilization strategy

Job Responsibility #6: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- College or university degree in Child and Youth Care, Social Work, Indigenous Studies, Education, International Development, or related field an asset.
- Or equivalent work / lived experience.

EXPERIENCE:

- 3 years' experience in:
 - Designing and delivering play-based youth programming
 - Community stakeholder engagement and partnership development
 - Coaching and mentoring youth/adults
 - Event planning and coordination
 - Data analysis and report writing
 - Workshop design and implementation
- 1 year of experience in budget administration, including accounts payable responsibilities

COMPETENCIES/PERSONAL ATTRIBUTES:

- Demonstrated ability to establish positive team-environments in which staff, partners, cultural leaders and all stakeholders feel motivated to contribute to a project
- Able to provide positive and constructive coaching and mentoring
- Passionate about positive youth development and positive youth-adult partnerships
- Excellent interpersonal and communication skills (verbal and written) with the ability to clearly communicate training needs to training team and curriculum needs to communications/curriculum staff
- Strong relationship building and networking skills
- Strong decision-making and problem-solving skills
- Excellent project management skills and strong organizational skills
- Motivated self-starter and ability to work independently
- Able to align new/innovative developments with RTP frameworks, methodologies, and processes

KNOWLEDGE/SKILLS:

- Knowledge of social justice and advocacy
- Knowledge and understanding of anti-racist, anti-oppression pedagogy



- Understanding of play-based learning methodology and pedagogy
- Proficiency in curriculum writing and editing
- Analytical and written skills, including research and the writing of proposals and reports
- Practical knowledge of youth and adult learning principles and engagement strategies
- Strong understanding of Indigenous worldviews, cultural diversity and learning methodologies
- Knowledge of Microsoft programs and ability to navigate the internet

LANGUAGES:

- Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset)

- Fluency in an Indigenous language
- Understanding of Indigenous protocols, traditions and culture, learning methodologies

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and a well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills. You have knowledge and understanding of colonial history and how it impacts Indigenous peoples in Canada. In addition, if you are committed to advancing work grounded in social justice, equity, and anti-oppression, this is the job for you!

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including Group RRSP Plan, gym membership, flexible work policy (e.g. work from home and flex hours), personal days, personal learning and development days and summer/winter hours.

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to apply with your resume and 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. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. 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 Vulnerable Sector Screening or equivalent criminal check 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.