

JOB POSTING – Program Development Officer, Land-based & Youth Leadership

Organization:	Right To Play International
Department/Division:	Indigenous Programs
Work location:	Toronto, Canada
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:	October 27, 2021

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:

Reporting to the Senior Manager, Partnerships and Development, the Program Development Officer, Land-based & Youth Leadership (PDO, L&YL) 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 external partners, advisory/working groups, and consultants in strategic priority areas to support the development and implementation of a land-based program and a youth leadership program and supplemental resources. Collaboratively working with the Indigenous Programs team, including the Training Team, the incumbent will provide guidance and support in the training and program deliverables for the Indigenous Programs to implement the land-based and youth leadership programming.

The PDO, L&YL will be expected to travel to program locations across Canada, up to 50%.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Land-based & Youth Leadership Programming (30% of Time):

- Collaborate in working with Right To Play (RTP) staff and external partners in the development and implementation of a culturally responsive land-based based program
- Organize external recruitments and meetings for a youth advisory, consultants, work groups, and community partner engagements
- Travel to communities where land-based program pilots and programming is implemented
- Compile information, feedback and direction from the land-based team (workgroup, advisory, partners) and external resources on land-based content and work with the curriculum team to develop appropriate resource and program
- Compile information, feedback and direction from the land-based team (workgroup, advisory, partners) and external resources on how to develop and run a land-based program, and create a program manual for community mentors
- Collaborate with the Training team on how to deliver and implement a training program for the community mentor on the land-based program manual
- Collaborate in working with RTP staff and community partners (including youth) in the revision of the current play-based Promoting Life-skills in Aboriginal Youth (PLAY) program, and develop and implement a culturally responsive youth leadership program
- Work with the Curriculum team to revise the PLAY program and implement the new youth leadership program
- Work with the Training team on how to deliver and implement a training program for the community mentor on the youth leadership program
- Travel to communities and work with the Indigenous Programs team on training of program
- Work with internal and external partners to develop and implement programming and training that uses an Indigenous Methodologies approach, and is aligned with the OCAP Principles
- 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
- Provide support to the other Program Development Officer and strategic plan priority areas, when available and required

Job Responsibility #2: Research and Program Development (25% 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 the strategic plan focus areas
- Work with Sr. Manager, Partnerships and Development to create a comprehensive program development plan, including planning, pilot and implementation stages, for the strategic plan focus areas based 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
- Accountability of developing and executing work plans; setting their work plan to meet priorities, goals, and timelines in alignment with the strategic plan
- Work collaboratively with staff and working groups in the development and implementation 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

Job Responsibility #3: Partnership/Community Engagement and Implementation (20% 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 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
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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
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Job Responsibility #6: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- College or university degree in Design, Business, Social Work, Indigenous Education, Child and Youth Care, Political Science, International Development, or related field.

EXPERIENCE:

- 4 years' experience in:
 - stakeholder engagement and partnership development
 - coaching and mentoring youth/adults
 - event planning and coordination
 - play-based and/or land-based programming
 - 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.