JOB POSTING – SENIOR DIRECTOR, INDIGENOUS PROGRAMS

Organization: Right To Play International
Department/Division: Global Programs Unit
Work location: Toronto, Canada (other working arrangements are possible)
Authorized to work in: Canada (Indigenous candidates are highly encouraged to apply)
Target Hiring Range: $92,000-$102,000 (dependent on experience profile)

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, Right To Play works in partnership with 85+ Indigenous communities to empower over 7,000 children and youth through our PLAY (Promoting Life-skills in Aboriginal Youth) program.

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 Senior Director, Indigenous Programs is responsible for providing high-level oversight, strategic guidance and technical support to Right To Play’s Indigenous Programs in Canada. The ultimate goal of the position is to manage and grow Right To Play’s Indigenous Programs, 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 Senior Director also oversees our Youth To Youth program which works with 50+ Toronto schools and community centres to provide programming for children and youth most in need of recreational and leadership programming.

The Senior Director collaborates closely with the National Director, Canadian National Office, who has overall accountability for fundraising efforts to support Right To Play’s work in Canada.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Program Strategy Development and Implementation (30% of Time):

- Leads the development of the strategic vision and direction of Right To Play’s Indigenous Programs 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.
- Works closely with the Global Program Development and Global Monitoring Evaluation and Learning teams to align Indigenous Programs with Global Right To Play systems, policies and standards.
- Oversees the development of comprehensive Monitoring & Evaluation frameworks and systems that align with program, beneficiary and donor needs, and demonstrate a deep understanding of the OCAP Principles.
- Together with the National Director, Canadian National Office, and other internal stakeholders, agrees on annual fundraising targets for Right To Play’s programs in Canada.
- Oversees technical and financial inputs from the Indigenous Programs team into proposals which support the fundraising efforts of the Canadian National Office.
- Oversees the production of timely quality programme reports in line with the Right To Play and donor requirements in close coordination with the Canadian National Office.
- 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 Indigenous models of community development.
- Ensures that learning is regularly generated within the program, and is documented and shared across the organization.
- Provides strategic and technical advice on the potential application of best practices from Right To Play’s Indigenous Programs in Canada to other relevant contexts at the global level. This may include exploration of potential partnerships with Indigenous peoples in other country contexts.
- Maintains close communication with HQ and the Global Programs Unit concerning relevant factors and changes in environment.
Job Responsibility #2: Representation and Community Engagement (30% of Time):

- Represents Right To Play in strategic meetings, conferences, forums and other public events and contributes towards consolidating and raising the profile of Right To Play’s work with Indigenous communities, both domestically and internationally.
- 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.
- Explores new forms of partnership with Indigenous communities, such as the provision of technical assistance on the use of play and sport in their own programs.
- 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.
- Supports the Canadian National Office in effective donor stewardship by promoting a deep understanding of Right To Play’s partnerships with Indigenous communities amongst potential and existing donors.
- Works closely with the Canadian National Office to steward positive government relations at federal and provincial levels.
- Serves as the main contact for all external stakeholders of Right To Play’s Indigenous Programs.

Job Responsibility #3: Program Financial Management and Administration (15% of Time):

- Provides oversight on the financial and administrative management of the Program.
- Oversees the planning and monitoring of the annual program budget.
- Oversees the funding framework for Indigenous Programs in close coordination with the Headquarters Program Finance team to ensure that all budgets align with donor requirements and grants.
- Ensures adequate mechanisms are in place for monthly & quarterly budget monitoring and reviews to minimize significant expenditure variances.
- Oversees the submission of timely, accurate and relevant financial reports to team members, the Global Programs Unit and the HQ finance team.
- Holds overall accountability for compliance with the Finance Manual & other internal policies as well as compliance with procedures required by grant or contract agreements.
- Oversees annual and project-specific audit processes within the Right To Play’s programs in Canada.

Job Responsibility #4: People Management and Capacity Building (15% of Time):

- Oversees overall 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.
- Oversees measures to ensure the safety, security and welfare of staff and partners, including risk and
vulnerability assessments and the implementation of Right To Play’s policies on child safeguarding, gender equality, workplace harassment and violence, and sexual misconduct.

- 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.
- Ensures adequate implementation of the Performance Management System including performance work planning, reviews, appraisals and staff development.
- Leads, coaches and develops the Indigenous Programs Senior Management Team, ensures they are equipped with required expertise in programmes, policy, advocacy and finance.
- Ensures that the Indigenous Programs Senior Management Team is effective, mutually supporting and efficiently involved in decision making.
- Engages with the HQ technical teams (People & Culture, Finance, etc.) and the Global Programs Unit in responding to legal claims or investigations, seeking legal advice as appropriate.

Job Responsibility #5: Lead Cultural Competency Initiatives (10% of Time):

- Together with the Director, Program Development and Capacity Building, promotes a high level of cultural competency in Indigenous Programs staff, throughout robust induction and ongoing orientation and training.
- Provides strategic advice to Right To Play’s executive team to enhance the overall cultural competency of Right To Play senior leadership and to advance Right To Play’s reconciliation strategy.
- Supports the preparation and hosting of strategic donor and Right To Play senior leadership visits to ensure they are planned and carried out with a high degree of cultural competency.
- Promotes and recommends options for enhancing representation of Indigenous people in Right To Play’s governance structures.

EDUCATION/TRAINING/CERTIFICATION:
Required (must have):

- 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.
Desired (asset):
- Post-secondary degree in Indigenous Studies and/or Public Policy.

EXPERIENCE:
- 3-5 years’ experience working with Indigenous communities in Canada, required.
- 8-10 years’ experience in a leadership role within a large organization working on strategic planning, program design and implementation, human resources and financial management, required.
- Experience in managing issues related to international or community development programming (e.g. sport for development, health, education, community recreation programs, gender equality, etc.), required.
- Communications or Stakeholder Relations experience, desired.

COMPETENCIES / PERSONAL ATTRIBUTES:
- Personal connection to Indigenous programming
- Ability to effectively represent and promote organizations and programs to a diverse set of stakeholders, with a high degree of cultural competency
- Consensus-based leadership, influencing and managerial skills
- Strategic planning skills and ability to translate strategy into operational plans
- Creativity and problem solving skills
- Ability to work under pressure meeting deadlines
- Demonstrated ability to set team priorities and provide oversight to programs and budgets

KNOWLEDGE/SKILLS:
- Deep knowledge of the historical and current context for Indigenous people in Canada, required.
- Knowledge of frameworks for engaging on Indigenous issues at the international level, desired.
- Knowledge of approaches to programming and partnerships with Indigenous communities in non-Canadian contexts would be an asset.
- Proven knowledge of program management, including budgetary control and financial management, required.
- Demonstrated computer skills especially in MS Office packages

LANGUAGES:
- Fluency in spoken and written English. Fluency in Indigenous languages and/or French is not required, but an asset.
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.

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 “Senior Director, Indigenous 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.