



JOB POSTING – TRAINING AND PROGRAM DEVELOPMENT OFFICER

Closing Date: March 6, 2020
Organization: Right To Play Canada
Department/Division: Promoting Life-skills in Aboriginal Youth (PLAY) Program
Work location: Toronto, Canada (with some domestic travel)
Authorized to work in: Canada (Canadian citizen or permanent resident)

BACKGROUND:

Right To Play is a global organization 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.

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.

POSITION SUMMARY:

The Promoting Life-skills in Aboriginal Youth (PLAY) program partners with First Nations communities and urban Indigenous organizations across Ontario, British Columbia, Manitoba, Alberta, New Brunswick, Labrador and Yukon to deliver community-driven, culturally-relevant play-based programming designed to enhance leadership, self-confidence, and self-efficacy among children and youth. Guided by an Indigenous community development model, PLAY and its partners create safe and inclusive spaces where children and youth can share their ideas, their hopes and their fears, and learn the skills to become positive agents of change.

Reporting to Director, Program Development & Capacity Building/Program Development, the Program Development and Training Officer supports the implementation and leadership of program training and capacity building initiatives, community and stakeholder engagement, project administration and staff supervision. The incumbent will be based in Toronto with up to 25% of time travelling to Right To Play program sites and events.



RESPONSIBILITIES:

Job responsibility #1: Training & Capacity Building (40%)

- Works with the team and Community Mentors to conceptually design, plan and lead capacity building events (trainings, youth events, special projects). This includes hosting meetings, developing schedules and creating event assessments.
 - Supports Coordinator/Administrator to coordinate travel logistics, distribute travel documents, purchasing and transporting all necessary supplies.
 - Coordinates venues for all events, trainings, and youth events.
 - Engages stakeholders and third-party facilitators to support the delivery of events and projects.
 - Prepares required contracts and invoices.
 - Maintains contractor and vendor relations, and ensures all site preparation is completed in a timely manner.
 - Provides onsite leadership and conflict resolution at events for all staff.
 - Supports the design and delivery of specialized trainings, including staff capacity building, external trainings, and staff onboarding.
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Job responsibility #2: Community, Youth & Stakeholder Engagement (30%)

- Conducts research and ongoing assessments to determine culturally relevant and inclusive strategies to recruit and engage youth, cultural leaders, cultural facilitators, community partners, and other stakeholders.
 - Determines innovative structures and processes to engage stakeholders in order to enhance program knowledge and practices.
 - Designs and implements stakeholder engagement and honouring strategies.
 - Manages implementing partnerships that enhance and support in-community programs.
 - Delivers presentations and hosts informational sessions to inform potential and current stakeholders about the value and mission of Right To Play.
 - Maintains consistent, personal and proactive communication with all key stakeholders, and maintains an up to date database.
 - Supports the coordination and delivery of the annual PLAY program application process.
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Job responsibility #3: Administration & Reporting (15%)

- Works with the monitoring & evaluation (M&E) team to adapt tools that are suitable for assessing programming and events.
 - Inputs, consolidates and analyzes all completed M&E assessments, sharing outcomes with all pertinent team members.
 - Supports designing the annual program budget, reviews budget to actuals and effectively tracks all program expenses.
 - Completes and submits all financial reports, invoices and project expenses in a timely manner.
 - Drafts and distributes synthesized reports for pertinent stakeholders that reflect the objectives and outcomes of each program.
 - Assists in the development and submission of proposals.
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Job responsibility #4: Staff Supervision (10%)

- Supervises and supports direct reports quality and effectiveness in delivering their job responsibilities (financial, logistical, HR).
- Hosts regular supervisory meetings with Coordinator(s) / Administrator(s) to ensure their goals are being met and they are receiving the support and feedback they require, and complete their annual performance appraisals.
- Arranges for skill enhancement workshops and opportunities for direct reports as needed.

Job responsibility #5: Other Responsibilities as Required (5%)

QUALIFICATIONS:

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Education, Indigenous Education, Adult Education, Event Planning, Business, Social Work, Political science, International Development, Outdoor Sport & Recreation; and/or industry experience in any of the related fields listed above

EXPERIENCE:

- 3 years of experience working with Indigenous communities and partners, coaching and training adults, and event management
- Demonstrated experience designing and facilitating participatory workshops

COMPETENCIES / PERSONAL ATTRIBUTES:

- Consistently communicates a compelling vision that generates excitement, enthusiasm and commitment to the group's mission, purpose and goals
- Assesses impact (cost, risks, etc.) associated with changes to current processes, systems, services or operations. Considers the wider implications to the organization and partners
- Champions the culture of continuous improvement that institutionalizes learning, innovation, achievement and support. Ensures these attributes are given priority attention while conducting the business of the organization
- Applies culturally appropriate approaches to communicate and interact with the Right To Play team and diverse audiences
- Values and recognizes individual and team contributions. Expresses positive expectations of staff and provides specific coaching and feedback

KNOWLEDGE SKILLS:

- Knowledge base in key thematic areas including, education and child development, child safeguarding, play, psychosocial support, child participation
- Project management skills
- Knowledge of trauma-informed practice, anti-racism & anti-oppression

LANGUAGES:

- Fluency in oral and written English; Fluency in an Indigenous language or French, an asset



WHO YOU ARE:

You are self-motivated, detail oriented, adaptable and a highly creative problem solver. You are resourceful and can anticipate challenges, plan for a variety of scenarios, as well as prepare and manage long-term projected budgets accordingly. You take an asset-based approach to working with individuals, teams and communities. You are a skilled relationship builder with experience coaching and mentoring adults and youth. You bring experience in project management as it pertains to designing programs/events and are comfortable with deadlines and able to work well under pressure (handling multiple non-sequential demands). You are able and excited to travel 25% of the year. You have an understanding of Canada's colonial history and how it impacts Indigenous peoples across Turtle Island. 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 globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care & be playful**). In addition, 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: March 2020
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 "Training and Program Development Officer" 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.

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 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.