



JOB POSTING – Program Development Officer, Quality Education and Program Partnerships

Organization:	Right To Play International
Department/Division:	Indigenous Program
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.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
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Website: righttoplay.com

JOB SUMMARY:

Reporting to the Senior Manager, Partnerships and Development, the Program Development Officer, Quality Education and Program Partnerships (PDO, QE&PP) 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. You will work with external partners, advisory/working groups, and consultants in strategic priority areas to support the development and implementation of teacher training programs, responding to crisis resource and program, and the development of a program partnership model. Collaboratively working with the Indigenous Programs team, including the Training Team, you will provide guidance and support in the training and program deliverables for the Indigenous Programs to implement training and resource development in the assigned strategic plan areas. You will be expected to travel to program locations across Canada, up to 50%.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Quality Education, Program Partnerships and Responding to Crisis (30% of Time):

- Collaborate with RTP staff and external partners in the development and implementation of a culturally responsive educational workshops and programming
- Organize external recruitments and meetings for an education advisory, education consultants, working groups, and community partner engagements
- Work with the Training team in leading the review of, and compilation, of existing RTP workshops and development of a program partnership model that accurately reflects education program partnerships and a fee-for-service model for the education trainings and workshops
- Work with the Training team to develop and implement effective trainings for external partnerships and for the Indigenous Programs team
- Develop a partnership program model (PPM) that will outline fee-for-service options
- Facilitate and lead relevant internal teams (Training; MEL; Programs; etc) on the revision of the core Health & Wellbeing (PLAY) Program, for a January 2024 launch, in line with the strategic plan
- Lead in the development of creating a strategy (program, resource, and/or training) for the Indigenous Programs team to respond to crisis
- Organize external and internal recruitments and meetings for Indigenous mental health consultants, working groups, and community partner for input and direction on appropriate crisis response approaches
- Lead in the review of, and compilation, of existing RTP crisis response resources and materials, and develop a strategy for RTP in Canada to appropriately respond to crisis asks from community partners



- Work with the Training team to develop effective training, programming and/or approaches to responding to crisis for the Indigenous Programs team
- Develop a plan and travel to communities at times of crisis and at request
- 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 on strategic plan priority areas, when available and required

Job Responsibility #2: Research and Program Development (25% of Time):

- With guidance from 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 the Sr. Manager, Partnership 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):

- Partnership/Community Engagement and Implementation

- 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
- Lead in the development of the Program Partnership Model (PPM) (including fee-for-service) that focuses on the new programs and services that will be provided to community and education partners
- Create application tools in collaboration with staff that compliments the PPM
- 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/education 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
- Work with the Finance Manager and Indigenous Programs team to ensure effective delivery and process of the PPM

Job Responsibility #4: Monitoring, Evaluation, and Learning (MEL) (5% of Time)

- Co-developing all Monitoring, Evaluation, and Learning evaluation strategy and tools with partner communities using OCAP principles, specific to the strategic plan focus areas

- Work in collaboration Sr. Manager, Partnerships & Development and with 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

Job Responsibility #4: Other Tasks as Assigned (5% of Time)

- Perform other duties as assigned

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- College or university degree in Education, Design, Business, Social Work, Indigenous Education, Adult 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
- program/workshop design and implementation
- data analysis and report writing
- 1 year of experience in budget administration, including accounts payable responsibilities

COMPETENCIES/PERSONAL ATTRIBUTES:

- Knowledge of social justice and advocacy
- Knowledge and understanding of anti-racist, anti-oppression pedagogy
- Demonstrated ability to establish positive team environments in which staff, partners, cultural leaders and all stakeholders feel motivated to contribute to a project
- Understanding of play-based learning methodology and pedagogy
- Ability to work independently
- Able to create spaces that are safe and inclusive for all



- Able to provide positive and constructive coaching and mentoring
- Passionate about positive youth development and positive youth-adult partnerships
- Positive and proactive in responding to conflict
- Excellent interpersonal and communication skills (verbal & written) with the ability to clearly communicate training needs to training team and curriculum needs to communications/curriculum staff
- Demonstrated record of organizational and coordination skills that meet deadlines
- Strong decision making and problem-solving skills
- Able to travel for extended periods of time
- Excellent project management skills & ability to work independently
- Strong relationship building and networking skills
- Motivated self-starter and able to work both in office and remote
- Organizational skills (timeliness and accuracy; consistently meeting deadlines)
- Ability to align new/innovative developments with RTP frameworks, methodologies, and processes
- Ability and skill to work in ambiguity and create a critical path/work plan

KNOWLEDGE/SKILLS:

- Budget management
- 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 language

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 well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.





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 click [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.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

ACCOMMODATION:

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

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