



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/13

## Training Officer, Indigenous Program

<b>Job ID</b>	<b>18-3D-75-C6-F3-A8</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=18-3D-75-C6-F3-A8">https://careers.indigenous.link/viewjob?jobname=18-3D-75-C6-F3-A8</a>	
<b>Company</b>	Right To Play	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2024-02-08	To: 2024-04-08
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	March 11, 2024	
<b>Job Salary</b>	\$54,363 - \$59,799 per year	
<b>Languages</b>	English	

### Description

JOB POSTING - Training Officer

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 or work permit)

Target Hiring Range: CAD 54,363 - 59,799 per annum (before taxes)

Target Start Date: March 2024

Contract Duration: Full-time / Permanent

Application Closing Date: Open until position is filled.

### ABOUT US:

Right To Play is a global organization that protects, educates, and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses 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 seven national offices across Europe and North America.

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.

### ROLE SUMMARY:

The Training Officer is primarily responsible for creating and delivering training initiatives and events to support capacity building for partners and staff. The Training Officer will work across the Indigenous Programs team (IP) and Right to Play (RTP). Priorities include managing administrative and logistical requirements for training initiatives, ensuring that training objectives are met and aligned with the organizational strategic plan, incorporating frameworks that promote inclusivity and accessibility, informing program design and delivery through community consultation, and incorporating program monitoring and evaluation strategies.

This full-time position requires some travel to Indigenous communities and cities nationwide. The incumbent will be

based in Vancouver or Toronto and will work in the office two days per week and three days remotely. The Training Officer will report to the Training Specialist.

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#### WHAT YOU'LL DO:

##### #1: Supporting and leading the planning and delivery of training initiatives (50% of Time):

- Supports and leads the development of training frameworks and schedules for events.
  - Collaborates with the relevant stakeholders to ensure the accurate and timely completion of administrative and logistical components of training delivery (e.g., procurement, travel logs, contract management and payments, venue booking, printing, partner relationships, etc.).
  - Collaborates with internal RTP departments to support the integration of RTP's play-based learning methodology.
  - Collaborates with internal RTP departments to develop and implement consultation, evaluation, and feedback integration strategies for training initiatives.
  - Plans and facilitates virtual and in-person sessions for various training objectives, including capacity building and onboarding for staff and community partners and training for external partners.
  - Supports creating and maintaining online training content, including learning management systems (LMS), e-learning modules, and training video content.
  - Engages stakeholders and third-party facilitators to support training and program delivery.
  - Provides onsite leadership at events. This includes event and staff support, participation in team meetings, responding to issues in a timely and positive manner, adapting the schedule as needed, liaising with venue staff, facilitating educational and engaging training workshops for participants, etc.
  - Collaborates with internal RTP departments and external partners to support the delivery of fee-for-service (FFS) and sport for development (S4D) initiatives with direction from the Training Specialist.
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##### #2: Supporting and leading the implementation of administrative frameworks (25% of Time):

- Develops and maintains communication plans and communications (e.g., datasets, emails, reminders, ads, flowcharts, project planners, toolkits, workbooks, infographics, etc.) relating to training initiatives with support from the Training Specialist and Training Manager.
  - Works closely with internal RTP departments to support compliance with the most up to date RTP policies and procedures (e.g., procurement, travel policy, consultant hiring) with direction from the Training Specialist.
  - Develops and maintains SharePoint websites in collaboration with the training team and program staff.
  - Coordinates and manages contracts, purchases, and inventory following RTP's policies.
  - Consults with the IT department to facilitate the access, review, and approval of new technology platforms and/or tools (needs basis).
  - Assists in developing, submitting, and reporting on grants when requested to fund Indigenous Programs training and special projects.
  - Collaborates with the Training Specialist and Training Manager to track all expenditures against spending.
  - Submits all financial reports and project expenses in a timely manner.
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##### #3: Evidence generation and implementation - MEL (10% of Time):

- Works with the Monitoring, Evaluation and Learning team to create and adapt tools for assessing training initiatives, focusing on OCAP principles, consultation, and collaborative research methods.
  - Works closely with stakeholders to create consultation strategies, debriefing opportunities and frameworks for implementation. Develops surveys and other event-specific data collection tools and supports data analysis and reporting with direction from the Training Specialist (includes feedback collection, debriefing, and report writing and publication).
  - Monitors data received across training platforms (e.g., online training) to identify trends and support evidence-based programmatic changes.
- 

##### #4: Community and Stakeholder Engagement (10% of Time):

- relevant and inclusive strategies to engage youth, cultural leaders, cultural facilitators, community partners, and other key stakeholders.
- Hosts informational sessions to inform potential and current stakeholders about the value and mission of Right To Play and the Indigenous Programs. This includes event-specific onboarding for project partners and engagements with

donors and external facilitators.

- Maintains an up-to-date database of stakeholders and partners.
- Maintains consistent, personal, and proactive communication with all key stakeholders across Canada.

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#### #5: Performs Other Tasks as Assigned (5% of Time)

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#### WHAT YOU'LL BRING (ESSENTIAL):

##### EDUCATION/TRAINING/CERTIFICATION:

- Post-secondary education in any of the following: Indigenous Education, Education, Instructional Design, Design, Social Work, Political Science, International Development, Sport and Recreation, and/or industry experience in any of the related fields listed above.

##### EXPERIENCE:

- Demonstrated work experience and ability in facilitating capacity building sessions for youth and adults, data analysis and report writing.
- Experience working with Indigenous communities and partners.
- Experience in stakeholder engagement and partnership development.
- Experience in event planning, logistics, and coordination.
- Experience in developing training plans and facilitation.
- Experience in design and communication.
- Experience working with adult learners.

##### COMPETENCIES/PERSONAL ATTRIBUTES:

- High organizational and task management skills
- Effective communication for information sharing and calls to action.
- A solution-oriented approach and a desire to learn on the job.

##### KNOWLEDGE/SKILLS:

- Proficiency with Microsoft Office 365 and/or similar creation and publishing applications and tools
- Knowledge of and practice with models and tools for instructional design
- Session facilitation and leadership
- Data collection and analysis (qualitative and quantitative)
- An understanding of anti-racism and anti-oppression approaches
- An understanding of play as a learning mechanism and play-based learning methodologies

##### LANGUAGES:

- Fluency in spoken and written English

##### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience in the non-profit sector, particularly in the areas of capacity building, community consultation and needs assessment.
- Experience or knowledge in EdTech
- Knowledge of current and evolving trends in learning, education, and technology
- Knowledge of and experience with Indigenous research, teaching, and learning methodologies.
- Ability to work in a second Indigenous language or French.

##### WHO YOU ARE:

You are highly driven, results-oriented, collaborative, and well-rounded individual 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 collaborate with an innovative global team who are passionate about working with children and youth. 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 and be playful). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g., Group RRSP Plan, gym membership)
- Flexible work arrangements (e.g., work from home and flex hours)
- 15 days annual leave
- Up to 3 personal days per year

- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support.
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

#### HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link:

<https://righttoplay.hiringplatform.ca/162664-training-officer-indigenous-programs/679038-application-form/en>

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 value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com).

All information provided will be treated as confidential and used only to provide an accessible candidate experience.

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.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).

#### **How to Apply**

Click "Apply Now"

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link

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