

JOB POSTING – Curriculum Specialist, Indigenous Programs

Organization:	Right To Play International
Department/Division:	Indigenous Programs
Reports to:	Training Manager, Indigenous Programs
Work Location:	Toronto, Canada
Work Arrangement:	A combination of minimum 2 in-office days per week, 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 visa or work permit sponsorship)
Target Hiring Salary:	CAD \$62,520 - \$68,772 per annum (before taxes)
Target Start Date:	January 6, 2025
Contract Duration:	January 2025 – January 2026 (12-month, full-time contract)
Application Closing Date:	Open until position is filled. Please note that applications will be reviewed on a rolling basis, so you are encouraged to apply as soon as possible.

ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

OUR CULTURE

- **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:

Reporting to the Training Manager, the Curriculum Specialist will be responsible for creating culturally responsive play-based program curriculum that supports existing programs and resources, including implementation of the newly developed strategic plan, ensuring that the curriculum is consistent and relevant to the global Right To Play frameworks, practices, and branding. The incumbent will work closely with team members across the Canadian National Office (CNO) team, Monitoring, Evaluations and Learning (MEL), and the Indigenous Programs team. The incumbent will manage and work with the Curriculum and Communications Officer in all program curriculum and resource development, providing guidance and support to ensure that key program objectives are met; major annual projects are completed in an inclusive and accessible manner; community and youth voice are represented within program design and delivery; and that grants are informed by the strategic action plan.

WHAT YOU'LL DO:

#1: Curriculum Development (40% of Time):

- Oversee the administration of new and existing educational curriculum resources, and as required, lead the direct development, revision, and improvement of resource materials in line with strategic and annual plans, both in print and digital formats
 - Work with leads of each strategic action area to develop a framework, plan, roles & responsibilities, and timeline for resource development
 - Manage the resource curriculum development plan inclusive of leading the project team, accountabilities, and schedules.
 - Lead organizational staff members in the development and processes for planning and implementing new resources, according to grant agreements and annual curriculum budget
 - As required, work in collaboration with the Program Development team, consultants, partners, and the Curriculum and Communications Officer to identify and manage consultative sources for development, editorial and production initiatives
 - Work collaboratively with the Training Manager and Training Specialist in the design and development of training and capacity building opportunities for RTP teams and partners, that are focused on Indigenous Programs curriculum programs and resources
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#2: Program & Partnership Development (20% of Time):

- Support the review of programmatic annual plans to ensure that resource activities are designed to meet program outcomes and aligned with proposals
- Work with the Training Specialist and RTP Global teams to keep current on curriculum and play-based learning research and best practices and help ensure that innovative, sustainable and effective



approaches and methodologies are pursued in Right To Play's programs and resources

- Work with the Indigenous Programs team overseeing the strategic plan to expand education partnerships and networks, promoting the value of play-based learning
- Work with the Indigenous Programs team and educational partners to design curriculum and deliver trainings and presentations with educators, support workers, and community mentors
- Maintain consistent, personal, and proactive communication with all key stakeholders, including the Canadian National Office (CNO) for donor engagement and agreements

#3: Team Management (15% of Time):

- Host regular supervisory meetings with the Curriculum and Communications Officer to ensure that goals are being met; provide coaching and mentoring sessions as needed.
- Arrange for skill enhancement workshops and opportunities for the Curriculum and Communications Officer as needed
- Oversee the Curriculum and Communications Officer's quality and effectiveness in implementing their responsibilities
- Complete annual performance appraisals with Curriculum and Communications Officer

#4: Administration, Budget, and Grant Management (10% of Time):

- Collaborate with Training Manager on recognition of spending to budget and grant spending
- Collaborate with CNO and Training Manager on curriculum specific grants, including the brainstorming, content input and reporting on grants
- Maintain an up-to-date database of all current and potential stakeholders

#5: Communications (10% of Time)

- Oversight of the development of informational and promotional material that supports the Indigenous Programs
- Liaise with Right To Play Headquarters communications staff to execute internal communication practices and policies as required
- Work with the Curriculum and Communications Officer to review and revise social media, campaign, and website content that is developed by communication members of the CNO
- Ensure staff compliance with the RTP brand book, Child Safeguarding policy and other policies related to communications
- Support the Curriculum and Communications Officer to successfully follow MEL team guidance to gather and produce personal stories, quotes and photographs of local partners and children/youth in Canada



- Working collaboratively across the Indigenous Programs team and the Canada National Office, the incumbent will gather and provide required content for donor and/or community engagement, and special events as required.

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

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's or post-secondary degree in Education, English, Design, Business, Social Work, Political Science, International Development, Indigenous Education, or any related fields
- OR industry experience in any of the related fields listed above

EXPERIENCE:

- 3 years' experience in curriculum and/or resource development
- 3 years' experience working with Indigenous communities and partners
- 3 years' experience working in youth work, education, and/or adult education

COMPETENCIES/PERSONAL ATTRIBUTES:

- Knowledge of Indigenous people's history and current realities
- Strong ability and understanding of anti-racist and anti-oppression pedagogy and andragogy
- Demonstrated ability to establish team-like environment in which staff, partners, cultural leaders and all stakeholders feel motivated to contribute to a project
- Possesses the 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 and written)
- Demonstrated record of organizational and coordination skills that meet deadlines
- Decision making and problem-solving skills
- Project and personnel management – must be confident in providing guidance and supervision
- Detail-oriented, excellent editing and proof-reading skills
- 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 strategies
- Strong understanding of Indigenous worldviews, cultural diversity and learning methodologies

TECHNICAL SKILLS:

- Knowledge of Microsoft programs and ability to navigate the internet
- Proficiency in design (Canva)

LANGUAGES:

- Fluency in spoken and written English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Fluency in Indigenous languages and/or French.

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 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
- 3 personal days per year
- 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 (e.g. 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/193024-curriculum-specialist-indigenous-programs-2024/843751-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 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.**

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

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com