

## BC SOCIETY OF TRANSITION HOUSES JOB POSTING

### **Director of Training**

Full-time position in Vancouver, BC

The BC Society of Transition Houses (BCSTH) is a non-profit umbrella organization that provides support to Transition, Second and Third Stage Houses, Safe Homes, PEACE (Prevention, Education, Advocacy, Counselling and Empowerment) and Violence is Preventable (VIP) programs and associated organizations supporting the needs of women, youth and children who experience violence. BCSTH works from an intersectional feminist framework incorporating a critical lens to the systems of power. BCSTH is a member-based organization and we exist in order to train and support the vital front line services that our members provide and to advocate and ensure that their experience and expertise informs the government and the public. BCSTH began with 6 members in 1978, and today supports 104 members that offer over 200 programs. Our goal is to support our members and amplify their voices and work collaboratively to end violence against women, children and youth.

The BCSTH Team is currently seeking a full-time Director of Training for a one year term with possibility of renewal. The Director position would be part of the management team at BCSTH.

#### **POSITION SUMMARY:**

1. The Director of Training will assist the Executive Director in the management, development, delivery and evaluation of all aspects of BCSTH's training portfolio. This position is expected to provide leadership and direction within the organization related to the training portfolio. Responsibilities include the development, management and delivery development of in person and on-line curricula and skill enhancement trainings, the delivery of trainings, workshops, webinars for our member program organizations, and analysis and evaluation of the training portfolio. The Director of Training will also oversee the BCSTH annual training event.
2. BCSTH's mandate also involves educating the public including government bodies, and the Director of Training will assist the Executive Director in the research, development, coordination and delivery of training, public education and prevention activities.
3. The Director of Training will participate in the development and implementation of the BCSTH Team's strategic plan, operations plan and work plans and supervise BCSTH colleagues engaged in the training portfolio.

#### **KEY RESPONSIBILITIES:**

1. Training development, delivery, management and evaluation.
2. Oversight and management of the BCSTH Annual Training Forum.
3. Relations with member program organizations related to training.
4. Community and Government relations in particular related to training.
5. Management and implementation of training initiatives.
6. Grant and Fund development.
7. Staff supervision.

8. Operational planning and implementation.
9. Administration.

#### **QUALIFICATIONS:**

- ◆ Demonstrated understanding of, and commitment to, preventing violence against women along with a clear understanding of feminist and anti-oppressive analysis of violence against women.
- ◆ Knowledge and experience of the anti-violence/women's services sector. Experience working within or as a support for transition, second and third stage houses, safe homes, PEACE or VIP programs is desirable.
- ◆ Understanding and experience of working for non-profit organizations, including those providing frontline services and/or those providing sectoral support as an umbrella membership association.
- ◆ Experience and expertise in any of the following areas is a must: training development, delivery, analysis and evaluation; in person and on-line training curriculum development; program/project coordination of training initiatives; supervision. Experience and expertise in any of the following areas is desirable: grant writing; budget preparation; research and policy analysis; legal and social justice issues.
- ◆ Minimum Bachelor's degree in social science, law, human services or related discipline.
- ◆ Minimum of five years of training experience and project/program management with strong supervisory skills.
- ◆ Ability to budget, manage finances and cash flow. Knowledge of non-profit accounting procedures and generally accepted accounting principles for non-profits.
- ◆ Excellent public speaking skills, able to deliver in person and online trainings and workshops, participate in speaking events and panels at conferences, communicate with key stakeholders.
- ◆ Demonstrated ability to develop, implement and evaluate training programs and projects.
- ◆ Competent in computer software: Access, Excel, Word, Power Point, Outlook and expertise with online training, webinar, conferencing platforms.
- ◆ Excellent writing and communication skills.
- ◆ Ability to work flexible hours is required, the position will require travel and overnight stays.
- ◆ This position would suit a person who is self-motivated, has excellent interpersonal skills, strong analytical and innovative problem-solving skills, a constructive, encouraging attitude and a good sense of humour.
- ◆ Criminal Record Check is required.

#### **HOW TO APPLY:**

For more information about the position and BCSTH, please review the Director of Training job description and visit our website: <http://www.bcsth.ca/>.

Please email your cover letter and resume to Amy S. FitzGerald, Executive Director, [amy@bcsth.ca](mailto:amy@bcsth.ca) by **5pm on Friday May 31<sup>st</sup>, 2019**

We would like to thank all applicants for their interest in this position, however only applicants who are shortlisted for an interview will be contacted.

## General Overview of the Position

The Director of Training (DT) will assist the Executive Director (ED) in the management, development, delivery and evaluation of all aspects of BC Society of Transition Houses (BCSTH) training portfolio. The DT will participate in the development and execution of the strategic plan, operations plan and work plans with a focus on training. This position is expected to provide direction within the organization with a specific focus on the development of educational resources and the development and delivery of in person and on line training for our member program organizations.

The DT is expected to provide leadership in the area of training, education and skill enhancement for Transition, Second and Third Stage Houses, Safe Homes and PEACE and VIP program services. This position will be involved in policy and advocacy work on behalf of the organization related to training. The DT is expected to carry out the work of the organization to achieve the overall mission and the strategic plan for the organization as established and approved by the Board of Directors.

## Job Description and Key Responsibilities

### 1. Direction and Leadership of Training Portfolio

- As determined by the ED, direct and supervise all training programs/projects and related work.
- Contribute towards building a collegial workplace culture that encourages teamwork, cross-training and peer support.
- Provide supervision to specific staff as directed, including regular, dedicated supervision times, ongoing direction, support and annual performance reviews.
- Respond to individual member program organization's requests regarding BCSTH trainings and education affecting violence against women, children and youth.
- Provide timely and effective reports to funding bodies as required.
- Manage all training budgets that are overseen by this position.
- Initiate and oversee the development and evaluation of training curricula and delivery and related training initiatives.
- Oversee and manage the BCSTH Annual Training Forum (ATF) including keynotes, workshops, panels and other training events at the forum. Work in collaboration with the BCSTH Team and the ATF coordinator to plan and deliver the training event.
- Prepare public awareness and prevention statements, reports, backgrounders and resources on issues relevant to the training portfolio at BCSTH.
- Respond to inquiries from member program organizations, government funders, partners and the public about issues related to training and education relating to violence against women, children and youth.
- Provide leadership through training on violence against women, children and youth issues, including anti-oppressive practice, for staff and membership.
- Establish and maintain effective relationships with stakeholders including government contract managers and other funders regarding training programs/projects and initiatives.

## **2. Relations with Member Organizations**

- Provide timely training information and resources to the BCSTH member program organizations.
- Remain current on emerging issues and trends in training and education in the field of violence against women, children and youth and related issues relevant to our members.
- Keep BCSTH staff informed about training needs and issues that are emerging amongst BCSTH member program organizations.
- Advocate on behalf of the Society and our member program organizations to government and other public bodies about training and education needs relating to violence against women, children and youth.
- Represent BCSTH on training and education committees, advisory and working groups as directed by the Executive Director and that align with BCSTH's operational and strategic plans.

## **3. Relations with Community and Government**

- Provide leadership and promote issues related to training, education and prevention related to violence against women, children and youth.
- Participate in the development of provincial policies, legislation and procedures related to training and education that affect women and their children impacted by violence against women.
- Develop and maintain relations with community and government partners and stakeholders regarding training and education.
- Advocate on behalf of BCSTH and its members to government and other public bodies regarding issues relating to training and education issues regarding violence against women, children and youth.
- Lead and assist with grants and fund development for new and existing training and education programs/projects.
- Provide the public with training information, education and referrals that relate to BCSTH member program organizations.

## **4. Operational Planning and Implementation**

- With the Executive Director, develop policies and procedures that will guide the day-to-day training and education operations of BCSTH.
- Deliver on training outcomes outlined within time frame listed.

## **5. Administration**

- Assist in supporting the administrative operations and function of the office.
- Maintain training program and project files.
- Ensure that financial protocol and procedures are followed in the training portfolio.