

MANAGER: COACHING & PLANNING (MCP)
British Columbia, Canada

Reporting to the Director, Strategy Research and Outcomes (DSRO), the Manager, Coaching & Plan Delivery (MCP) supports the First Peoples' Cultural Council's mission to strengthen First Nations languages, arts, cultures and heritage in British Columbia by working collaboratively with B.C. First Nations communities, partners and FPCC staff to oversee community coaching and revitalization planning.

The MCP provides leadership and guidance to the coaching staff to ensure the effective delivery of coaching and related activities. The MCP is expected to operate within the confines of the FPCC vision, mandate, policies and standard operating procedures.

If you are a dedicated and experienced professional interested in working with a great team committed to supporting cultural revitalization, we look forward to hearing from you! Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply.

Who We Are

The First Peoples' Cultural Council is a First Nations-governed Crown corporation with a mandate to support First Nations arts, languages, cultures and heritage revitalization in British Columbia. You can learn more about us here: www.fpcc.ca/about-us

What We Offer

- An equal opportunity, respectful and inclusive work environment
- Travel opportunities to conferences and community events
- Training and professional development opportunities to grow your career and skills
- B.C. Public Service Pension
- Dental, extended health and vision care for you and your family through Canada Life
- We value your work-life balance and family/community time

What You Will Do

Capacity Building and Coaching and Planning Management

- Manages all aspects of the delivery of revitalization coaching for First Nations language, arts and heritage in British Columbia. Plans and ensures effective implementation of the:
 - coaching engagements in support of FPCC programs
 - coaching delivery budget

- coaching delivery communication and promotion needs
 - community development service and quality of service
 - coaching-related training and workshops
- Participates in the development of the FPCC Community Engagement Plan.
- Provides high-quality service delivery for the success of First Nations stakeholders. Instils a value of service delivery excellence with staff.
- Recognizes, values and promotes the inclusion of B.C. First Nations expertise and knowledge. Incorporates feedback from First Nations experts into program models and community supports.
- Develops and implements assigned elements of FPCC's Operational Plan.
- Works with peers and the Executive Director of Programs to develop and maintain a programs calendar for alignment with the FPCC operational plan and engagement plan.
- Works with the Revitalization Planner (RP) to support the delivery of community-led, funding-ready revitalization plans.
- Develops and ensures consistent delivery of community coaching and related training. Partners with subject matter experts in the development of capacity building tools. Ensures consistent formatting and filing to promote consistency and sharing of resources across the organization.
- Provides input to the communications plan outlining coaching delivery support requirements including outreach activities and social media support.
- Develops, monitors and reports on metrics for assigned areas of the service plan.
- Works regularly with Program Navigators to maintain a current understanding of community needs.
- Works collaboratively across programs and departments to improve program delivery processes and to support grant recipients. Works with program directors to ensure coaching support provided to communities is inclusive of, and responsive to, revitalization coaching needs.
- Sources, evaluates, engages and manages contractors as required, ensuring they meet FPCC contractor criteria. Works with Finance team to finalize and execute contracts.

Community and Funder Relations

- Aligned with the FPCC Community Engagement plan, ensures effective relationship development with First Nations communities and individuals across the province providing program related advice and consultation. Uses cultural

competency to develop effective and positive relationships with First Nations community members and leaders.

- Works closely with the Communications team in the gathering of stories and information to ensure effective FPCC promotion and engagement with First Nations communities across the province.
- As assigned, develops and implements feedback collection processes such as surveys, focus groups and interviews in alignment with the Community Engagement plan.
- May support engagement activities with program funders to illustrate community needs and the impact of FPCC programs.

Leadership and Guidance

- Responsible for all hiring, recruitment, leave management and performance management of the coaching and planning team. Directly manages, coaches and develops Revitalization Planning Coaches.
- Ensures that each coach has a relevant workplan.
- Provides support and guidance to all FPCC coaches and planners in the delivery of the FPCC Community Engagement Plan.
- Maintains high standards while ensuring a healthy and supportive work environment, effective planning and distribution of work.

Reporting

- Ensures reporting requirements are met. Aligned with the reporting calendar, prepares routine reports such as coaching interactions with communities and individuals.
- Reviews coaching and planner activities against the community engagement plan quarterly and recommends adjustments based on current conditions and new information.
- Prepares relevant reports on coaching outcomes, successes, issues and opportunities.
- Ensures accurate and effective data and file management for the coaching and planning team.
- Provides coaching specific input on FPCC reports including but not limited to: MIRR Interim Report, Annual Service Plan Report, Operational Plan Report, PCH Interim and final funding reports.

Budget Management

- Responsible for budgeting for their area.
- Participates in the development of the coaching and planning budget.
- Monitors expenses to ensure coaching and planning activities are within budget; summarizes and escalates to DSRO or Finance department to resolve concerns.
- Prepares quarterly cash flows for review.

Project Management

- Develops operational plans that contribute to the business plan for their area.
- As assigned, participates in and leads a variety of projects and may represent FPCC on organizational projects.
- Develops clear and realistic project plans, forms project teams, develops schedules and adjusts as required. Provides support and feedback to team.
- Provides regular project updates to leadership, seeks decisions and guidance as required.

Other Duties as required

- As assigned, represents FPCC with funders, identifies potential sources of funding and makes recommendations to the DSRO. Develops, submits and follows up on funding proposals to support FPCC's programs.
- Performs other related duties as required.

What You Will Bring

An acceptable related bachelor's degree such as Linguistics, Anthropology, Indigenous Language Revitalization, Planning or Business supplemented by at least two years of management experience, including experience in program and contract management, or an acceptable combination of equivalent education, training, or experience in related fields. Minimum two years managing staff and five to six years of program management and administration experience. Experience working in an Indigenous organization is an asset.

Skills and Abilities that would Help You Succeed

- Excellent understanding of the First Nations languages and cultural context in B.C.
- Experience in community development with First Nations people in B.C. and a strong commitment to Indigenous language revitalization.
- Cultural competency in working with and relationship building in a First Nations community context.
- Demonstrated ability to manage sensitive communications, while maintaining rapport with First Nations communities.
- Excellent oral and written communication skills, especially Indigenous community communications.
- Confident in developing rapport and relationships with government and funders.
- Open to new perspectives and different ways of thinking and working.
- Demonstrated ability to manage dynamic relationships with curiosity and a willingness to learn.
- Demonstrated experience in effective contract and program management.
- Experience writing grant proposals and reports.
- Strong file management and organizational skills.
- Ability to respond effectively to sensitive issues, inquiries and complaints.

Working Conditions

- Most work is done in a general office environment.
- Regular travel to meetings throughout B.C. is required.
- Travel to attend meetings, conferences, seminars occasionally on short notice.
- May be required to work evenings and weekends.

Direct Supervision

- Revitalization Planning Coaches (4)

Tools/Equipment

- Familiar with MS Office 365
- Familiar with client information databases
- Familiar with standard office equipment: computers, photocopiers, cell phones, audiovisual equipment

The salary range for this position is **\$82,000 - \$87,000** based on experience and qualifications.

The standard work week at FPCC is **35 hours**.

For more information about the First Peoples' Cultural Council, visit: **www.fpcc.ca**

Please send a resume and covering letter to: **hr@fpcc.ca**

The posting will remain open until filled.

The First Peoples' Cultural Council is located in Brentwood Bay and we are grateful to have our home in the beautiful traditional unceded territory of the W̱SÁNEĆ Nation people, in the village of W̱JOŁEŁP.