

Job Description

Manager of Education Programs

About HCTF

HCTF administers a broad range of conservation funds and granting programs that benefit fish and wildlife and their habitats in B.C. HCTF funding enables organizations to address priority conservation issues and management needs to maintain and enhance the health and biodiversity of British Columbia's fish, wildlife and their habitats so that people can use, enjoy, and benefit from these resources.

Position Overview

There is currently 1 full-time permanent position based in the Victoria office.

The Manager of Education Programs leads the Education Team and reports to the Chief Executive Officer. The Education Team is responsible for coordinating and implementing the full suite of education grants and programs managed by HCTF. This includes all aspects of grant and program management, including evaluating whether investments are achieving proposed outcomes.

The Manager of Education Programs leads all education functions for HCTF and is responsible for ensuring that grants and programs comply with Foundation policies and meet strategic objectives. The Manager of Education Programs provides scientific and education expertise and strategic input that contributes to the Foundation's vision as well as its mission to make investments that maintain and enhance the health and biological diversity of British Columbia's fish, wildlife and their habitats.

Areas of Responsibility

The Manager of Education Programs leads the development and implementation of multiple province-wide programs, environmental education initiatives, and grants within HCTF including:

- PreK-12 School Programs - Wild Schools and Environmental Exchange Box
- Workshops
- Learning Resources
- WildBC Facilitator Network and Advisory Committee
- GO Grants
- LEAP Grants
- Scholarships

The Manager of Education Programs supervises two other positions within the Foundation to ensure objectives of the above-noted programs are achieved and deadlines are met.

This position is expected to build strategic relationships that may lead to new funding sources or partnerships for the Foundation. In addition, the Manager of Education Programs will support the growth of other granting programs as well as other broader organizational initiatives.

Key Activities

- Develops and manages the Foundation's province-wide education programs, grants, special education initiatives, and learning resources and networks, including delivery standards and processes;
- Manages the monitoring and evaluation processes for the Foundation's education programs and grants to ensure ongoing best practices and achievement of objectives;
- Designs and leads the education grant proposal application intake, reviewing and assessing proposals, including leading review teams and committees;

- Develops education policy, program delivery models, and education learning resources in alignment with curriculum and other educational needs and requirements;
- Oversees the design, development and training for the province-wide educator network responsible for the delivery of HCTF Education programs;
- Identifies and manages resources (financial, human and material) required to meet program needs and achieve strategic objectives;
- Builds and maintains collaborative relationships with a broad range of individuals and partner groups for effective delivery of educational plans, strategies, and partnership arrangements; and
- Leads or contributes to the development of broader strategies by the management team and Board to further HCTF's mission and mandate, build accessibility and inclusivity into granting programs, and overall enhance habitat conservation within British Columbia.

Accountabilities

Promotes biodiversity of fish, wildlife, habitat conservation, education and stewardship

- Contributes to the development of broader strategies by the management team and Board to enhance conservation within British Columbia;
- Contributes to the maintenance of existing and development of new partnerships to secure and increase funding for conservation education initiatives; and
- Maintains currency with habitat conservation and environmental education best practices

Oversees all aspects of the Foundation's education programs, grants and special projects

- Leads all education, preK-12, post-secondary and public education and outreach for the HCTF;
- Directs the education strategic business plans and budgets;
- Leads the implementation of the organization's education programs and grants;
- Designs content for education school programs, resources and grants;
- Evaluates programs, grants and special projects' effectiveness, efficacy and return on investment of education programs;
- Provides support and advice to the HCTF Board and Education Committee; and
- Collaborates with education community partners and program stakeholders, funders, agencies, and educator networks.

Leads the development and implementation of education programs, grants and special projects

- Designs, implements, and evaluates education programs, grants and materials, ensuring relevance, quality, and alignment with standards and current pedagogy (e.g., K-12, early years, post-secondary, outdoor education);
- Implements provincial educational policies, curriculum and initiatives within HCTF's education programs;
- Oversees the operations of all HCTF education programs and grants, staff and contractors, including recruiting, training, mentoring, supervising, and evaluating individuals;
- Manages the province-wide facilitator network to deliver school programs across B.C.;
- Designs professional development and training to support best practices in education;
- Develops instructional strategies and training for effective program implementation and delivery;
- Provides ongoing professional development, training and consultative services to teachers and other professionals;
- Delivers presentations at conferences, workshops and symposia; and
- Builds relationships with current and new partnerships including local, national, and international to support education for the conservation of BC's biodiversity.

Evaluates the Foundation's education programs, grants and special projects

- Conducts ongoing monitoring and evaluation of grant and program effectiveness;
- Analyzes data to assess program effectiveness and recommend improvements;
- Conducts academic and jurisdictional research to design and implement grants and programs;
- Reviews instructional strategies, education frameworks, science, and environment policies and priorities for adaptation to education programs and grants;
- Evaluates education resources for development or use within HCTF Education;
- Reviews and advises other HCTF program and grant areas with regards to projects that have education components;
- Makes recommendations to HCTF's Education Committee of the Board on educational programming and outcomes, and grant budgets;
- Monitors and evaluates provincial K-12 curriculum requirements for HCTF education programs and projects; and
- Recommends and implements improvements to education programs, grants, and resource materials.

Functions as the Foundation's education specialist

- Leads the standards and accountability associated with the Foundation's education programs, grants, and special projects;
- Provides expertise regarding strategic direction, policy and pedagogy for the design, recommendation and implementation of education programs, grants and special projects;
- Monitors provincial, national and international curriculum development and implementation trends, theory and practice;
- Researches and analyzes trends in education and environmental stewardship to ensure the Foundation's educational strategies remain aligned with best practices and retain currency;
- Leads educational strategies and policies for the Foundation to meet its mandate under the *Wildlife Act*;
- Represents the Foundation on environmental education committees responsible for province-wide policies and maintains relationship with the B.C. Ministry of Education;
- Provides expertise to the HCTF Board and responds to issues related to curriculum development and evaluation through the development of briefing notes and communications materials;
- Prepares and provides information on HCTF Education programs and initiatives to educators and the public through presentations, written materials, resources and individual consultation;
- Researches and coordinates responses to emerging education issues and priorities; responds to queries from school boards, educators, education partners and parents; and
- Maintains professional currency in education standards, theory and evaluation.

Engages with educators, stakeholders and community for the Foundation

- Leads design, development, professional development, learning and evaluation processes for the Foundation's education programs, grants and special projects;
- Collaborates in strategic partnerships and funding opportunities to support the Foundation's education program, grants and special projects; and
- Builds and maintains effective working relationships with educators, Board members, stakeholders, governments, environmental organizations, facilitators, and other professionals.

Contributes to the Foundation team

- Supports a culture that reflects Foundation values of exceptional performance, continuous improvement, and ongoing learning and development;

- Contributes to open and effective communication links between staff and management; and
- Supports a healthy and safe working environment.

Dimensions

- Manages 2 Full-Time Employees
- Manages ~60 contractors – facilitators and special projects
- Education expenditures in an average year \$600K
- Sales of education materials in an average year \$20 to \$30K
- Grant budget in an average year \$350K
- Youth participants in an average year 40,000+
- Adult learners in an average year 2,000

Travel

This position may involve travel of up to a week at a time, 2-4 times per year, for conferences, workshops, Board meetings, or other events.

Occasional weekend and evening work

At key times of the year, evening and weekend work will be required.

Qualifications

Manager of Education Programs

Job Requirements

Education and Experience

- Education degree and certified as a teacher with the BC Ministry of Education;
- Bachelor of Science degree or related degree in conservation (biology, zoology);
- Minimum of 5 years of recent experience working in K–12 education in B.C. or equivalent experience working with teachers and other educators;
- Experience in the field of environmental education; and
- Experience delivering, implementing and evaluating education programs and projects.

Knowledge, Skills, and Abilities:

- Knowledge of environmental education and curriculum, program development, facilitation, and professional development;
- Knowledge of B.C. provincial education system, policies, frameworks, programs, priorities and strategic direction;
- Skills in program evaluation and learning assessment strategies;
- Skills in communication, organization, facilitation, and project management;
- Ability to lead teams;
- Ability to work collaboratively with multiple audiences;
- Ability to coordinate a variety of tasks, bringing projects in on time and on budget;
- Technology skills including using Microsoft Office (Outlook, Word, Excel, Teams and SharePoint) and other software such as Google applications; and
- Ability to prepare and provide concise and accurate information orally and in writing (including reports, concept papers, Board proposals, presentations and correspondence) for internal and external stakeholders.

Preference may be given to applicants with one or more of the following:

- Experience developing and delivering professional development for adults;
- Knowledge of, or experience with, education strategic planning and evaluation;
- Experience in effective project management, including planning and supervision of projects and managing a budget; and
- Working knowledge of educational partners and their relationship with government.

Behavioral Competencies

See https://www2.gov.bc.ca/assets/gov/careers/for-job-seekers/about-competencies/competencies_bc_public_service_list.pdf

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly
- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It

involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.

- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.
- **Building Partnerships with Stakeholders** is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder
- **Strategic Orientation** is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.