

EXPRESSION OF INTEREST FOR CONTRACT SERVICES

Program Manager: South Okanagan – Similkameen Conservation Program (SOSCP)

The SOSCP is seeking a dynamic and skilled professional to lead and manage a unique partnership of diverse organizations working to advance biodiversity conservation goals.

Location 102 Industrial Place
Penticton BC
V2A 7C8

Duration Aug 1, 2020 – March 31, 2021; contract renewal based on performance review.

Reporting Structure Contract Manager is SOSCP Chair.

Contract Amount Annual contract value is approximately \$75-79,000 (exclusive of GST, plus some travel and other expenses) and is commensurate with experience and qualifications.

The SOSCP Program Manager will be retained as an independent contractor by the Regional District of Okanagan-Similkameen (as financial administrator on behalf of the SOSCP partnership) and contract delivery will be based in the South Okanagan. The contractor is required to have at contract signing; WCB coverage in good standing, current insurance (Comprehensive General Liability Insurance no less than \$5 million, and/or and or Professional Liability Insurance same as Errors and Omissions where applicable) and Automobile Insurance for business use.

Expression of Interest Deadline Noon, July 6th, 2020 (by e mail only).

Submissions: SOSCP Program Manager Contract Expression of Interest
C/O Bryn White
bryn.white@gov.bc.ca

Inquiries can also be directed to Bryn White, at bryn.white@gov.bc.ca or cell. 250-462-7322

The South Okanagan-Similkameen region covers an area over 10,000 km² and is renowned for its unique landscapes and biodiversity, including a significant concentration of ecosystems and species that are rare, and at risk in Canada.

The South Okanagan-Similkameen Conservation Program (SOSCP) is a partnership initiative of diverse government and non-government organizations with shared interests in biodiversity conservation working together on shared goals.

SOSCP's conservation strategy is collaborative, rather than advocacy centred. The program is positioned around six pillars of focus, including applying and advancing western science and Traditional Ecological Knowledge to conservation practice, voluntary stewardship, sustainable land use, outreach and education, and acquisition of ecologically important lands. The program was established initially as a forum to advance science-based conservation, to share information, resources and to support and coordinate the efforts of the member partners. Now in its 20th year, the partnership continues to advance collective strategies for conservation, provides a forum for partner collaboration and delivers on key areas of conservation need.

The SOSCP is seeking a dynamic and skilled professional to lead and manage a unique partnership of diverse organizations working to advance biodiversity conservation goals. As an independent contractor, you will work closely with the SOSCP Executive, and report to the SOSCP Chair (Contract Manager).

The deliverables of the Program Manager include responsibilities for maintaining the partnership, implementing the program workplan and funding deliverables, as well as administration and financial management for the program.

This role involves knowledge and experience of biodiversity conservation science (including TEK and western science) issues and practices and requires an aptitude for sensitivity and adeptly managing confidentiality and sensitive information. Experience working with government and non-government organizations is key, as well as understanding and acknowledging renewed relationships through reconciliation with First Nations.

Experience with strategic planning and skillfully fostering a collaborative environment is essential. Candidates demonstrating leadership with an analytical mind, a problem-solving aptitude, strong interpersonal and communications skills, and accomplished administrative and financial management track record will be considered.

Deliverables of this contract include:

Maintain the Partnership

- Provides coordination and support to partners, projects, ad hoc committees and working groups. Organizes and implements the annual Partners Meeting and Executive Committee meetings. Develops and distributes Bi - Annual Program Report.
- Provides advice on strategic direction and priorities of SOSCP. Support the Executive Committee, and other working groups and committees as required.
- Provides oral/written updates to the Executive Committee on Program Manager activities and those undertaken by SOSCP (as well as outside of the Program where relevant).
- Coordinates with other regional initiatives. Represents SOSCP, on/at key and closely aligned programs and meetings.
- Is the principle point of contact for inquiries about SOSCP. Communicates with community organizations, associates and other stakeholders.
- Maintains and supports the SOSCP brand for the partnership.
- Ensures corporate communications, including oversight of maintaining contact lists, the web site, e-newsletter, and print/electronic and social media communications.

Program Administration and Financial Management

- Prepares budgets for Executive approval, reviews and monitors program and project costs, processes payments. Ultimately responsible for balancing approved budget; reports to financial and contract administrator (RDOS) and Executive.
- Engages additional contracted assistance for delivery in compliance with financial and contract administrator (RDOS) requirements. Manages and directs contracts. Sets duties and tasks, goals for performance and deadlines, organizes workflow, monitors deliverables and performance, provides strategic direction, constructive leadership and remedies for non-completion.
- Secures long term, multi-year funding for the program core administration and project needs. Develops funding applications and is responsible for funding reporting requirements, maintains relationships with granting agencies.

Implementation of the Strategic Plan

- Oversees and tracks progress in the implementation of SOSCP as guided by strategic and conservation plans, and within the bounds of the Governance and Participation Charter.
- Supports the implementation and performance evaluation of the South Okanagan Similkameen Biodiversity Conservation Strategy and Dry Interior Priority Places program.
- Manages and directs core SOSCP projects (Local Government Capacity Building/Shared Environmental Planner and Sustainable Agriculture Program) and other initiatives/deliverables as outlined in funding agreements.
- Ensures linkages and communications between SOSCP conservation targets, objectives and projects, and the partners and their associated programs and work plans.
- Facilitates/provides opportunities for coordination of partners' activities to support contribution to the overall goals/objectives of the program.

Required Education and Experience

- Relevant post secondary degree, or equivalent combination of education and experience.
- Thorough knowledge of South Okanagan-Similkameen terrestrial and aquatic species, ecosystems and issues in relation to biodiversity conservation.
- 3-5 years of increasingly responsible professional management experience (environment sector preferable).
- At least 3 years of supervisory experience.
- Valid BC Driver's Licence – Class 5.
- Strong knowledge of MS Office and related software, general office equipment.

Required Knowledge, Skills and Abilities

- Knowledge and experience working with biodiversity conservation issues and strategies.
- Ability to conceive, plan and implement projects and programs.
- Strong interpersonal and communication skills, with a commitment to teamwork environment comprised of a variety of nongovernment and government organizations.
- Experience and understanding of renewed relationships based on the recognition of rights, respect, cooperation and partnership in terms of reconciliation with First Nations.
- Strong presentation and public speaking abilities, with experience and/or training in facilitation methods and skills fostering consensus and decisive action points.
- Ability to treat sensitive information carefully.
- Ability to analyze data, prepare written correspondence and reports, prepare and make presentations to public and professional audiences.
- Experience and ability to develop and manage contracts including supervision of contractors.
- Experience with print, digital and social media networks.
- Ability to work with minimal supervision.
- Organized with the ability to prioritize and multi-task.
- Strong financial management, fundraising/grant writing track record.