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## National Manager, Farm to School Initiatives

Farm to Cafeteria Canada (F2CC) and the Social Planning and Research Council of BC (SPARC BC), seek an experienced, organized, and forward thinking National Manager to lead the planning, coordination, and implementation of two pan-Canadian Farm to School Initiatives: the *Farm to School: Canada Digs In!* Initiative and the *Farm to School Canada Grants* program.

We seek a big picture thinker and planner, someone with aligned vision and values who is reflective, creative, and solutions-oriented. The successful candidate is a natural leader and can encourage the best in people. The National Manager of Farm to School Initiatives understands and embraces the multicultural fabric of Canada and is respectful and appreciative of Indigenous ways of knowing.

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### Background

Established in 2011, [Farm to Cafeteria Canada](#) is a 3500 member strong pan-Canadian organization whose vision is “vibrant and sustainable regional food systems that support the health of people place and planet.” F2CC works with partners across Canada to educate, build capacity, strengthen partnerships, and influence policy to bring local, healthy, and sustainable foods into all public institutions. F2CC is proud to lead national [Farm to School](#) (F2S) momentum. Farm to Preschool, Farm to School, and Farm to Campus are all a part of the Canadian Farm to School dialogue.

In 2015, Farm to Cafeteria Canada partnered with the Whole Kids Foundation to launch a [Farm to School Canada grant](#) program delivering grants directly to Canadian schools to support their efforts to bring more of the local harvest into the school cafeteria.

In 2017, Farm to Cafeteria Canada, and multiple partners from both private and public sector secured funding from the federal government of Canada to launch [Farm to School: Canada Digs In!](#) This 3-year national initiative will involve the implementation and evaluation of F2S programs in at least 59 elementary, middle and/or secondary schools and at least 14 campuses in urban, rural and remote communities in 5 provinces.

## **Summary of Key Roles and Responsibilities**

The National Manager will manage the implementation of these two pan-Canadian initiatives - guiding and supporting a national implementation team in their responsibility areas, leading the development and implementation of a comprehensive knowledge transfer and exchange strategy, supporting national communication, evaluation and administrative activities, and ensuring related project outcomes are met in a timely manner, and within budget.

Reporting to the National Director of Farm to Cafeteria Canada, the National Manager will be responsible for:

- Developing monthly work plans for project implementation with direction from the National Director.
- Ensuring Regional Leads develop monthly work plans for project implementation.
- Supporting the Farm to School Canada Grant cycle underway and leading the implementation of future grant cycles.
- Establishing and facilitating a vibrant, sustainable, national community of practice - equipping Regional Leads with the knowledge, skills and tools needed to provide direct support to the champions leading Farm to School activities within school and campus settings
- Guiding processes to establish, expand, and/or link, regional networks or groups whose mandate includes the advancement of Farm to School.
- Supporting the development of a comprehensive national knowledge transfer exchange (KTE) plan.
- Guiding the development of a variety of KTE resources – including providing content expertise as needed.
- Organizing and facilitating national meetings and events – such as the annual Farm to School Month Campaign.
- Supporting the project evaluation team: minimally by supporting data collection and review as requested.
- Acting as a liaison between the national team of Regional Leads and the Project Steering Committee, participating in Steering Committee meetings, and taking minutes.
- Preparing biannual progress reports and year-end project progress reports for funders.
- Working closely with the National Director, to develop the content for final project reports and overseeing the translation, design, and dissemination of those reports.

## **Qualifications and Skills**

- Graduate degree or an equivalent combination of education in a discipline that aligns with the responsibilities of this position such as: Sustainable Food Systems, Public Health, Community Nutrition, Community Development, and Food Security.
- 3 or more years in a Project Management role involving projects of similar complexity and scope.
- Solid understanding of Canada's Farm to School movement, including the forces that are enabling and constraining it and the opportunities to advance it.
- Well networked within Canada's Farm to School field and/or related fields of policy, research, and practice at provincial and national levels.
- Experience working with a non-profit organization.
- Experience facilitating groups and a strong ability to foster active engagement and a sense of ownership by a range of stakeholders.
- Experienced organizing or over-seeing the organization of small and large-scale events.
- Strong organizational skills and time-management skills in order to manage multiple consultants and to realize multiple deliverables.
- Excellent public facing and internal communication skills.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office.

## **Assets**

- Proficiency in both official languages is an asset

## **Anticipated Employment Start Date**

April 16, 2018.

*While we are open to negotiating a transition period to allow candidates to change positions and/or relocate, the successful candidate must be available to start on April 16 and to work between April 16 – April 28 in order to participate in meetings in Ontario and in The US)*

## **Term of Employment**

This is a contract position with SPARC BC. The expected duration of employment is 24 - 30 months, with a good possibility of renewal.

## **Compensation**

The salary range is \$65- \$75 K CDN

We will offer a competitive salary and we will strive to offer opportunities for growth and development

**Location of work**

The position will be based in BC, preferably in Burnaby at the SPARCBC office or in Victoria BC.

*We are open to exploring work from another location temporarily to permit the right candidate to relocate to BC.*

**Application Deadline**

To apply for this position, please forward your letter of application and CV (including links to 1-2 recent publications illuminating your writing skills and content expertise) to: Jayd Ursulak at the following address: [JUrsulak@sparc.bc.ca](mailto:JUrsulak@sparc.bc.ca)

**The deadline to apply is 12:00 PM PST, March 02, 2018.**