



Learning and Development Manager Part-Time – 21 hrs/week .6 FTE

Our Organization

FamilySmart is a not-for-profit organization that comes alongside young people and families to provide support, navigation assistance and information and invites them and professionals to come alongside each other to learn with and from each other to enhance the quality of experiences and services for child and youth mental health. We're Together-Centred® because we know it enhances the mental health of children, youth and young adults.

For more information about us, please visit our website: <http://familysmart.ca>

Position Summary

We are looking for someone incredibly organized, capable and experienced in learning and development to manage and help implement our Staff Growth Program. The Learning and Development Manager will support the creation and implementation of a robust performance culture so that FamilySmart can deliver on its mission to enhance the quality of experiences and services for child and youth mental health. Our staff is important to us and we want to ensure we support and help them succeed in their roles with FamilySmart. This role will be rooted in helping our incredible team deliver on the work that supports families and is so meaningful to us.

Specifically, the Learning and Development Manager will manage and update our Staff Growth Program, which will support the learning and development needs of our staff. This role will work with the FamilySmart leadership team to determine what is needed for learning and development to support role competencies and performance objectives. This role will also be responsible for maintaining a suite of workplace learning and performance management programs in a Learning Management System

What You Will Do in Our Organization

The Staff Growth Program Manager will:

- Maintain the essential elements of the Program by working with the leadership team to ensure relevance and currency of the goals, performance objectives and competency profiles and their integration with other FamilySmart initiatives, as appropriate and by managing the successful implementation of the Program, and its various pieces.
- Collaborate with the leadership team and those responsible for delivering the Program to continuously:
 - Assess staffing requirements and their support needs by conducting performance analysis such as needs assessment, job and task analysis, curriculum development
 - Review and refine the Program's learning and performance management activities and tools
- Participate in leadership team meetings to establish and document key talent growth objectives and appropriate measures that will help FamilySmart reach its goals
- Assist with performance evaluations and work with our team to identify learning needs and growth opportunities to be integrated in the Program
- Manage the Learning Management System (LMS) used to deliver, monitor and report staff participation in the Program by managing its implementation, population and ongoing administration.

Things we will love about you-Knowledge & Skills

- The Learning and Development Manager must have knowledge of:
 - Organizational behavior and performance management
 - Planning, project management and change management systems
 - Learning and development processes
 - Career Planning
 - Design of learning and performance support interventions
 - Familiarity with the mental health services/system in BC and other jurisdictions in Canada
- The Learning and Development Manager must have skills in:
 - Planning and project management
 - Computer/technical operation and electronic systems management, especially Learning Management Systems
 - Change management
 - Organizational and time management skills especially accountability, reliability and punctuality
 - Interpersonal Relations including:
 - Communication (writing, speaking, listening)
 - Collaboration
 - Critical thinking
 - Creative thinking
 - Independence
 - Problem solving:
 - Analysis
 - Troubleshooting
 - Decision making
 - Self-awareness, with a desire to learn from others
- The Learning and Development Manager must be:
 - Detail oriented
 - Able to operate software at an expert level
 - Needs-focused
 - Self-starter with a positive attitude and willingness to work flexible hours
 - Able to work independently and show initiative as well as part of an inter-disciplinary team
 - Curious and interested in hearing what is needed before offering solutions

Experience & Education

Experience

- Five+ years in a staff growth role that includes:
 - Demonstrated experience leading staff support/learning projects
 - Demonstrated project and change management experience
 - Demonstrated experience with Learning Management Systems
 - Design and implementation of staff support processes
- Working in or familiarity of a not-for-profit organization



Education

- Degree in Human Resources, Learning & Development or related field

Special Requirements

- Some weekend or evening work may be required
- Criminal Record Check completion within first month of employment
- Privacy Training completion within first month of employment
- Able to work both from our downtown Vancouver office and remotely from a home office
- Good command of the English language

Compensation & Hours

Part-time position (21 hrs per week) with annual salary & benefits commensurate with experience and qualifications

How to Apply

Please send resume and cover letter to Robin Brown at careers@FamilySmart.ca,
Subject line: Learning and Development Manager

**Please note that the assessment of applicants will be made on an ongoing basis and continue until a hire is made.*

We thank all applicants, however, only those selected for an interview will be contacted.

The Institute of Families is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation, or criminal conviction unrelated to employment.