



# COORDINATOR, REDI AND SAFE SPORT

## POSITION

**Position:** Coordinator, REDI and Safe Sport

**Job Family:** Coordinator

**Reports to:** Director, Sport Development

**Status:** Full-time, Permanent

**Location:** Remote, Flexible

## JOB SUMMARY

Equestrian Canada's (EC's) Coordinator, REDI and Safe Sport develops and supports programs and services to which advance EC's objective of creating safe, welcoming, and inclusive environment for all equestrians through racial equity, diversity, inclusion (REDI) and Safe Sport initiatives.

The Coordinator, REDI and Safe Sport role will collaborate and consult with internal and external stakeholders to create an alignment between stakeholders, advise on the development of policy and education, and provide regular updates to the community. The selected candidate will also serve as EC's Screening Officer. The successful candidate will receive training and onboarding support from Equestrian Canada's REDI partner The Inclusion Project including REDI metrics and the usage of inclusive language.

The position supports and aligns with the EC's strategic initiatives by building relationships, supporting participants and engaging stakeholders to foster a safe, welcoming and inclusive environment.

## KEY RELATIONSHIPS

A critical element of the role is to ensure alignment of key stakeholders. Stakeholders include but are not limited to the following:

1. Sport system and equestrian industry partners
2. 3<sup>rd</sup> party complaints manager and screening services
3. EC staff and committee members
4. Provincial/ Territorial Sport Organizations (PTSOs)



## KEY AREAS OF RESPONSIBILITY

The following elements shall be integrated into the position:

1. Coordinate the development of REDI processes and implementation of strategy.
2. Implement Safe Sport practices
3. Foster relationships with key stakeholders.
4. Review and REDI align business operations.
5. Develop Safe Sport systems and strategies.
6. Contribute toward team and culture.

### **Coordinate the development of REDI processes and implementation of strategy**

- Support community development and guide in the REDI space.
- Develop programs to ensure diversity and racial equity in all areas of activity within EC.
- Coordinate and support the organization's education strategy.
- Evaluate the effectiveness of the REDI program and manage relationships across organizational and functional areas.
- Develop and coordinate the implementation of policies to support programs and initiatives and increase access to sports.
- Support the Communications team to ensure all public-facing communications use best practices for inclusive language.

### **Implement Safe Sport practices**

- Oversee the implementation of EC's screening policy and serve as EC's screening officer.
- Liaise with EC's third-party complaints manager and third-party screening service.
- Collaborate with colleagues on the Active Equine Health and Welfare team to ensure alignment of Safe Sport initiatives for both human and horse athletes and integrate minimum standards and best practices for equine health, welfare and development into all sport development programs.
- Develop, maintain, and review Safe Sport, including updating policies and procedures.

### **Foster relationships with key stakeholders**

- Collaborate with key stakeholders to share leading practices and align efforts to advance racial equity, diversity, inclusion and Safe Sport.
- Provide support and guidance to staff and committee chairs in advancing EC REDI and Safe Sport objectives.
- Build relationships with key internal and external stakeholders, including Safe Sport and REDI leads from other National Sport Organizations, Multisport Organizations and Equestrian Provincial/Territorial Sport Organizations.



- Work collaboratively on business development and communication initiatives with relevant employees and partners to ensure programs are supporting EC's business model and to identify and secure partnership opportunities.
- Implement strategies to ensure effective relationships with sport and industry partners, sponsors, and suppliers.
- Manage a variety of issues using tact and diplomacy when dealing with all staff and external stakeholders.

### **Review and REDI Align Business Operations**

- Track expenses to ensure an accurate year-end forecast.
- Implement operational processes to support and foster safe, welcoming, and inclusive sport environment.
- Perform record keeping and data management, as necessary.
- Respond to compliance concerns.

### **Develop Safe Sport systems and strategies**

- Coordinate the implementation, monitoring, and reporting of program plans, including reporting against agreed upon performance indicators and participating in an annual performance review process.
- Endorse and foster a Safe Sport and horse welfare environment, supporting the organizational policies for a safe environment for all participants.
- Work with EC staff, committees, and stakeholders to develop and execute the vision for REDI and Safe Sport.
- Develop new/improved processes, analyze/track information and make recommendations for changes to processes/systems.
- Oversee preparation and execution of programs and services within the department.
- Act as an internal subject matter expert in the areas of REDI and Safe Sport.
- Review policy and practices and update as required.

### **Contribute toward team and culture**

- Coach, mentor, and support EC staff to increase their awareness and understanding of REDI and Safe Sport principles.
- Maintain and update education screening requirements and identify additional training
- Support effective communications to maintain clarity and effective knowledge transfer.
- Support the Sport Development team and other EC staff as required.
- Foster a collaborative work environment and team culture in all aspects of the organization.
- Provide recommendations for process improvements.



## EXPERIENCE & QUALIFICATIONS

- Lived experience as a Black, Indigenous, or as a Person of Colour, Person with a Disability and/or other under-represented communities such as LGBTQIA++.
- Undergraduate degree in a related field of study.
- Bilingualism essential (English CCC; French BBB)
- 3 -5 years of progressive work experience.
- Working knowledge of the safes sport landscape in Canada.
- Knowledge and experience in the sports environment, ideally equestrian, whether it is as a coach, official, facility operator, animal care professional or other.
- Strong writing, communication, and presentation skills in both English and French.
- Experience with Zoom, Microsoft Office, including Word, Outlook, Teams, Excel, PowerPoint.
- Experience with online databases and project management software (Smartsheet).
- Strong attention to detail and organization.
- High level of integrity and consistent professionalism.
- Highly organized, adaptable and able to handle multiple projects at once.
- Ability to advise on and write policy and process documents.
- Values collaboration and teamwork.
- Strong leadership ability.
- A combination of relevant skills, experience, and education will be considered.

## JOB REQUIREMENTS.

- On condition of the offer, applicants will be required to be complete Equestrian Canada Level 3 screening which includes a vulnerable sector search.
- Successful Completion of EC Safe Sport training and other employee training.
- Occasional travel and work on evenings and weekends may be required.

## ADDITIONAL INFORMATION

This is a full-time, permanent role to be based remotely. Normal business hours at EC are from 8:30 a.m. to 5 p.m., Monday through Friday; however, as an organization involved in sport, some night and weekend work will be required. Some travel may be required.

EC offers meaningful work, a team-based environment, competitive group benefits and a RRSP matching program.

This is an entry level position with opportunity for promotion/advancement. We recognize that many candidates may not be able to meet all requirements and encourage anyone who thinks they are a fit for this role to apply – we are flexible!



## APPLICATION INSTRUCTIONS & DEADLINE

Interested applicants can submit the following to: [Application Form](#)

- Resume
- Cover letter detailing interest in and suitability for the role

**Please ensure that your application is submitted on or before September 13, 2021.**

We thank all applicants for their interest in joining EC. Given the potential volume of applications, we request that you do not follow up your application with a phone call. We will only contact those candidates selected for interviews. Thank you for your understanding.

For additional information please contact Douglas Duncan, Director, Sport Development by email at [dduncan@equestrian.ca](mailto:dduncan@equestrian.ca)

## COMMITMENT TO DIVERSITY AND ACCESSIBILITY

Equestrian Canada is an equal opportunity employer, and we afford equal employment opportunities to employees and applicants without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

EC is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Human Resources representative in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.