



OPPORTUNITY:

Title: Director, Diversity, Inclusion & Safe Sport
Reports to: Chief Operating Officer
Location: Golf Canada Head Office
Status: Full Time
Ideal Start Date: June 1, 2021

PRIMARY DUTIES:

1. Diversity, Equity, and Inclusion

50%

Strategy:

- Lead the development and implementation of a cross-organizational Diversity, Equity, and Inclusion (“DEI”) multi-year strategy in conjunction with all parts of Golf Canada’s business.
- Work with the Diversity & Inclusion Alliance to align DEI strategies between the cross-organizational DEI strategy and the Alliance’s Strategic Action Pathway.
- Ensure that all department activities are viewed through a DEI lens.
- Develop Diversity Recruitment Strategies in conjunction with the Human Resources.
- Support and work with the Human Resources department to ensure that hiring practices, policies, and applicant pools reflect the organizations EDI standards.
- Contribute strategic guidance and support to Golf Canada’s Marketing and Partnerships teams to support partner initiatives.
- Assess and manage risks associated to the strategy, the organization, and our partners.
- Develop reporting processes and procedures for incidents, complaints, and overall feedback to the organization to ensure effective communication and resolution of any issue as required.
- Ensure Senior Leadership Team (“SLT”) is accountable through effective governance and by using data insights and feedback to evolve and iterate the strategic approach, establish meaningful goals and report on progress.
- Stay current to leading and innovative diversity research, events, and topics.

Communications/Marketing:

- Management of key stakeholder relations both internally and externally and identify new opportunities for Golf Canada to collaborate with partners, vendors, etc.
- Act as a spokesperson for Golf Canada’s DEI strategy and ensure integrity of Golf Canada’s brand and reputation publicly.
- Own, manage, develop, and maintain D&I Resource Page on the Golf Canada Website.
- Foster a collaborative and unified approach to DEI by building strong relationships and strategic partnerships within the golf industry and sport system. Including but not limited to engaging in DEI work with the PGA of Canada, Provincial Associations, R&A, etc.
- Act as the liaison between external advocacy groups, diversity champions, etc.

Culture / Organizational Change Management:

- Develop a philosophy statement and set of policy actions for organizational DEI work.
- Coordinate and deliver DEI education to all coaches, volunteers and staff.
- Develop innovative practices and programming that drives engagement and fosters an open, ‘speak-up’ culture.
- Work collaboratively with diverse equity-seeking communities to ensure they are centered in organizational change and governance.

- Strengthen leadership capabilities by acting as a key partner and consultant to Human Resources, Business Leaders, D&I Alliance, and other key stakeholders. Through mentorship and coaching leaders will become active champions and advocates for inclusion and belonging within the golf industry.
- Identify root causes of barriers to progression and develop and implement programs and strategies to close gaps.
- Provide executive support on all DEI matters, consultancy and subject matter expertise to business leaders.

2. Safe Sport

50%

Planning and Policy Development:

- Ensure the suite of Safe Sport policies and protocols are current, robust, legal, and disseminated widely.
- Maintain reporting and adaptation to Sport Canada requirements surrounding Safe Sport.
- Grow & maintain Safe Sport webpage on GolfCanada.ca
- Provide advice and support to provincial associations, to support the achievement of their Safe Sport plan.

Risk and Incident Management:

- Proactively identify potential areas of vulnerability and risk.
- Develop and implement risk management procedures and actions required to address liabilities.
- Liaise with all levels of management, providing timely and effective communication pertaining to risk management activities.
- Ensure all risk management activities are focused on thorough analysis and driven by data.
- Assist Human Resources with managing abuse investigations and harassment complaints, from receipt to resolution, as per policies and legislation.
- Track and analyze trends to inform training needs and policy improvements.
- Maintain general knowledge of applicable privacy laws, child protection legislation and related legislative developments.

Education and Awareness:

- Collaborate with stakeholders to create a positive, safe, athlete-centered environment within the golf community.
- Provide consultation to clubs, coaches, parents and athletes on issues and concerns related to Safe Sport.
- Develop and maintain education and training resources for the diverse stakeholders within the golf community including coaches, athletes, parents, volunteers, host families, staff, and Board.
- Develop and oversee the delivery of effective educational programs; implement evaluation programs to assess effectiveness of educational initiatives.
- Actively liaise with other organizations regarding Safe Sport initiatives, within the golf community, the sport community, the charitable sector, in Canada and abroad.
- Represent the organization at external meetings related to Safe Sport.
- Contribute to communications opportunities to support Safe Sport prevention and education efforts.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Post-secondary degree in Equity Studies, Social Science, Business Administration, Sport Administration or a related discipline.
- Minimum five (5) years' experience in EDI management, people management, Sport or change management.
- Excellent verbal and written communication skills, interpersonal skills, and the ability to network and outreach due to the highly collaborative nature of this role.
- Proven ability in project management and working effectively under pressure in fast-paced environments.
- Demonstrated leadership ability, engaging, and empowering the team in the design, implementation and maintenance of various programs and processes.
- Proven ability to build and manage relationships across organizations & stakeholder groups.
- Knowledge of relevant legislation including the Canadian Human Rights Act, Ontario Human Rights Code (and other jurisdictions), the Accessibility for Ontarians with Disabilities Act (AODA), and the application of those terms, frameworks, and legislations.
- Experience working in Sport, Safe Sport and with the UCCMS is considered an asset
- Bilingual (English and French) considered an asset.
- Golf knowledge or experience is not required but considered an asset.

APPLICATION DETAILS:

Golf Canada - Human Resources
1333 Dorval Drive, Suite 1
Oakville, ON L6M 4X7
Email: resumes@golfcanada.ca
Visit: www.golfcanada.ca

One (1) position available. Golf Canada will interview up to six (6) candidates. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by **11:59pm, April 25th, 2021**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

Golf Canada's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.