

## **Statement of Work – Capacity Development Team Advisor**

DFO's Collaborative program suite (AFS, AFG, AAROM, AFSAR) provides funding and support to Indigenous groups/communities in all areas where the Department of Fisheries and Oceans Canada (DFO) manages the fishery. The programs support the development of Indigenous-led conservation activities, which may be scientific, such as biological surveys; technical, such as population monitoring, population characterization, and catch monitoring; or compliance-oriented, such as habitat and fishery inspection and monitoring. Indigenous-led conservation activities may also be management oriented, such as developing fishing plans, participating in joint projects with other stakeholders, negotiating collaborative agreements, and managing personnel. The programs are adaptable and aim to meet the needs of communities according to their interests, capacities, and potential in the above areas and related activities.

### **Objectives of the Requirement**

The overall purpose of the work is to provide advisory services to program participants (at the group/community level) and deliver on the core capacity-building commitments set out by the COLLABORATIVE PROGRAMS.

The Confederacy of Mainland Mi'kmaq (CMM) will host a national Capacity Development Team (CDT). Team members across the country will make up the working unit of the CDT and hold training and leadership roles.

### **Proposed Title**

Capacity Development Team Advisor

### **Introduction**

The CDT will provide training and human resources advice, and organizational/capacity development support to participants in the COLLABORATIVE PROGRAMS administered nationally. Eligible Indigenous groups/communities seeking to participate in these programs aim to provide community-based employment and training opportunities. This includes increased collaboration in conservation efforts and active participation in encouraging the conservation of fish and aquatic populations.

Reporting to the CDT Lead, Advisors will build capacity across Canada by filling knowledge gaps and responding to the individual needs of different Indigenous communities. Collaborating with the ITSD-hub and CDT staff, Advisors will assess the individual capacities of indigenous fisheries and, through coordinated efforts with indigenous

partners, will develop capacity development plans that accommodate the unique goals of the participating indigenous communities. Above all, the CDT Advisor will continue to forward welcoming relationships with community and team members, through mutual respect, effective interpersonal communication, and professionalism.

## **Job Responsibilities**

- Conducts capacity assessments of Indigenous fisheries in collaboration with Indigenous partners to establish resource management capacity;
- Produces capacity development plans and tracks overall progress to ensure continued alignment with program objectives over the course of agreements;
- Monitors, documents, and analyzes information to evaluate program support—for example, the number of development plans implemented, capacity improvements, or milestones met;
- Assists participating groups, communities, and organizations in learning about opportunities for more resources;
- Supports proposal development by providing assistance and knowledge to the NHQ program authority;
- Establishes connections between indigenous communities, organizations, and DFO to encourage the co-development, -design, and -delivery of the collaborative program suite;
- Partners with diverse groups tactfully handles sensitive issues, and forwards collaborative working relationships;
- Shares human resources and management framework best practices with program partners

This job requires frequent travel around the country. Remote work with occasional travel to the offices of CDT delivery partners on the East and West Coast is possible.

## **The Person**

The CDT Advisor should be a refined, community-driven leader who is well-experienced with indigenous regions and their socio-political and cultural contexts. The CDT Advisor, in addition to being culturally astute, should be diplomatic, tactful, and non-confrontational. Possessing an inclusive and collaborative working style, s/he builds engagement with Indigenous communities by creating a positive environment throughout the planning process. The Training Advisor will also bring strong development acumen to assist Indigenous communities with complex decisions and act as a guide for challenging initiatives.

## **Required Qualifications, Education, and Experience**

The ideal candidate will possess the following qualifications and experience:

- Post-secondary education in a relevant field, such as Community Development, Economic Development, Adult Education, or Human Resources; or equivalent education and work experience;
- Minimum of five (5) years of professional experience in Community Development, Adult Education, Human Resources, or a related role;
- Minimum of five (5) years of experience liaising, informing and building effective relationships with Indigenous communities;
- Minimum of three (3) years in a project management-related role;
- Experience as an advisor, consultant, or within a consulting practice;
- Demonstrated knowledge and interest in Indigenous issues in Canada, including Indigenous governance and community development;
- Self-motivated, with a high level of integrity, confidentiality, and accountability;
- Able to work without constant oversight;
- Technical knowledge or experience in capacity development and organizational planning, with a demonstrated ability to assess needs and communicate them effectively;
- An understanding of the opportunities and challenges within the Indigenous fisheries sector;
- Must be able to travel within Canada to visit groups/communities with the potential for multiple nights of travel each month;
- Strong ability in facilitating small to medium-sized meetings;
- High degree of professionalism in meetings with government officials, affiliated organizations, and the public;
- Ability to prioritize and complete multiple assignments, meeting deadlines and budgets, while ensuring high-quality work;
- A valid driver's license;
- Experience working in an Indigenous context, knowledge of Indigenous culture, or possessing an indigenous background, will be beneficial.

## **Language of Work**

The majority of work will be carried out in English. However, knowledge of French and Inuktitut would be an asset.