



## Interconnectedness Initiative Phase III

### Project Manager – Contract Position

**Between:**  
**Contractor**  
**and**  
**VCST - Contractee**

## SCHEDULE A

### Description of Contracted Services and Remuneration

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#### Project Information:

<b>Name</b>	<i>Interconnectedness Initiative, Victoria Foundation, Project - Phase III</i>
<b>Funding Agency</b>	Victoria Foundation
<b>Project Term</b>	August 1, 2024, through July 31, 2025

#### Contract Position Overview:

<b>Contract Positions (1)</b>	Project Manager
<b>Contract Type</b>	Temporary, part-time, arms-length (the contractor is <b>not</b> an employee of VCST)
<b>Contract Term</b>	September, 2024, through July 31, 2025.
<b>Continuity</b>	Contract renewal and/or additional hours is contingent on availability of funding.
<b>Hours</b>	Averaging 10 hours/week; fluctuating depending on workload calendar and requirements.
<b>Compensation</b>	\$40 per hour, to be paid by the end of each month, upon submission of a report of activities and an invoice.

<b>Accountability</b>	To the VCST Board of Directors
<b>Responsibilities</b>	Works collaboratively with the VCST Board-appointed Project Lead, VCST members, stakeholders and volunteers. May be required to coordinate volunteer activities to meet VF project deliverables

**Background:**

**Position Overview:**

1. The Interconnectedness Initiative **Project Manager** is a strategic and dynamic person responsible for delivering key activities emerging from the first stage of the project, which was completed last year. The second stage is designed to enhance the collaboration of community service organizations to better support torture survivors and their families.
2. This position involves coordinating with various stakeholders in developing resources, promoting existing programs, supporting the development of training, engaging in research, and advocating for survivors' needs.

The **Project Manager** plays a crucial role in enhancing services, raising awareness, and fostering a supportive environment for survivors of torture and their families in the Capital Regional District (CRD) and Metro Vancouver.

**Key Responsibilities:**

Working in coordination with the Project Lead, the **Project Manager** will be responsible for completing the following deliverables:

**Deliverable 1**

**• A collaborative prevention program to stop or reduce the cycle of abuse/violence that survivors may carry with them into their relationships will be established. The expertise of the stakeholders will be shared and utilized.**

**Activities:**

1. Identify therapeutic approaches used by service providers. Send an email survey asking what approaches they find successful and why. Share resources. Follow up via phone.
  - a. September 30, 2024
2. Schedule and design “What is Torture” workshops to address the specific needs of external stakeholders. Meet Transition House, Sexual Assault Centre, Brain Injury Society, Teacher counsellors, Men’s Therapy Centre, and others.
  - a. September 30, 2024
  - b. Three workshops will be delivered by July 2025.
3. Start a “Listserv” where stakeholders can share resources and maintain a live exchange of practices and lessons learned.

- a. September 30, 2024
4. Maintain social media, short videos of workshops, and written reports and photos for the website.
  - a. Ongoing parallel to workshops and other activities.

## **Deliverable 2**

**• A collective strategy to prevent the re-traumatization of survivors in the community will be designed and established. This strategy will be transferable to each of the stakeholders and could be used in the wider community.**

### Activities:

1. Stakeholders' workshop "Preventing the re-traumatization of survivors in our community," e.g. gathering information about the triggers, interview process, the multiple referral process, encounters with police, etc.
  - a. February 2025
2. Develop and distribute a referral protocol for survivors of torture in our community based on the Istanbul protocol.
  - a. Final draft ready by June 2025
3. Training on Self-care for service providers, vicarious trauma and retraumatization. Subcontract VICCIR.
  - a. April 2025

## **Deliverable 3**

**• The VCST and the stakeholders have established regular case conferencing. Strategies to strengthen holistic services for torture survivors and their families are being devised and initiated.**

### Activities:

1. Call for conference presenters and definition of topics and dates—suggested presenters: human trafficking advocates, Victoria Sexual assault Centre, Nanaimo CIS.
  - a. Three case conferences are identified and scheduled by September 31, 2024.

## **Deliverable 4**

**• The VCST phone line will become a more integrated tool for oversight, referral, problem-solving, and support for service providers such as settlement workers, sponsorship groups, healthcare workers, and the public. It will also be a venue for collaboration, team building, and awareness of the vulnerabilities of our system of support for torture survivors and their families.**

### Activities:

1. Develop a project monitoring plan using quarterly phone calls with stakeholders and other sectors.
  - a. The monitoring tool will be ready by November 2024.

#### **Deliverable 5**

1. Other activities as deemed necessary or appropriate for the development of the project.

#### **Qualifications:**

- Bachelor's degree in Social Services, Human Rights, International Relations, or a related field.
- At least 5 years experience in community development project management, preferably with immigrant and refugee services organizations in the CRD and Lower Mainland.
- Strong organizational and communication skills to effectively collaborate with stakeholders and manage multifaceted initiatives.
- Understanding of trauma-informed care and sensitivity to the needs of survivors of torture.
- Proficiency in research, resource development, and curriculum design.
- Demonstrated ability to advocate and engage with policymakers and government officials.
- Passion for human rights, social justice, and creating positive change.

#### **About the VCST:**

Through our community partnerships, the goal of the VCST is to support survivors of torture and their families, to overcome the legacy of oppression and live with dignity.

The VCST contributes to strengthening an inclusive and compassionate community of services to survivors of torture, their families, and their communities.

The VCST does not provide direct services to survivors of torture.

#### **Work Conditions:**

- The Interconnectedness Initiative **Project Manager** will work in collaboration with the Project Lead and will be accountable to the VCST Board of Directors.
- The remuneration for this contract position is \$40 per hour, 10 hours per week, as per the budget for wages.
- This is a temporary position starting in September 2024 and ending in July 2025.
- The **Project Manager** works from home, coordinating activities via email, phone, and teleconferences, with face-to-face meetings when necessary. A laptop and cell phone are available for this position.

#### **How to Apply**

Please send a cover letter and resume to [alvaro@vcst.ca](mailto:alvaro@vcst.ca) by September 30, 2024.