



JOB DESCRIPTION

**BARKERVILLE GOLD MINES LTD.
3700 SKI HILL ROAD
WELLS, BRITISH-COLUMBIA
V0K 2R0**

COMMUNITY RELATIONS LEAD

Reporting to the Vice President, Sustainability and Community Relations the Community Relations Lead will be responsible for all aspects of BGM's Community Relations specifically with indigenous partners, stakeholders and local communities.

PRIMARY DUTIES AND RESPONSIBILITIES:

Effective relationships with communities to ensure Social Licence.

- Foster and maintain strong relationships with our indigenous partners, stakeholders and communities.
- Provide an on-going presence in the communities, and ensure that indigenous partners, stakeholders and communities are kept up to date on the project and various related activities.
- Support the VP, Sustainability and Community Relations to engage our indigenous partners, communities and stakeholders by facilitating on-going input and feedback, and collaborating on areas of interest including social, human resources, training, business, environmental and other matters.
- Establish, implement and oversee BGM's grievance mechanism and consultation records, and other indigenous and community relations agreements, plans and commitments, to ensure BGM is in compliance with all requirements.
- Ensuring the accurate recording and reporting on complaints / grievances and incidents from indigenous partners, stakeholders and communities related to Community Relations for the purposes of providing responses to complaints and grievances.
- Ensure accurate data on relevant grievances and incidents is tracked and kept current for the purposes of sustainability reporting.
- Track commitments made by the VP, Sustainability & Community Relations and maintain the commitments register to monitor commitment fulfilment.
- Report on commitment fulfilment and/or progress to VP, Sustainability & Community Relations and other senior management, indigenous partners, stakeholders and communities as required.
- Develop a communications strategy to increase awareness of BGM's contributions and commitments that ensures effective communication around expectations and delivery of commitments.

- Lead the development of the stakeholder engagement plan with stakeholder mapping and lead stakeholder engagement initiatives identified in the plan.
- Implement the annual stakeholder engagement plan and ensure internal stakeholders are trained on the plan and relevant engagement techniques.
- Track and monitor engagement and update plans as required.
- Participate in weekly managers meetings.
- Coordinate, attend and record community forums.
- Develop presentation materials and present at community forums.
- This position will require travel.

Community risk and impact: Ensure risks are minimised / reduced / managed. Ensure community alignment to BGM's plans.

- Recording and reporting on complaints / grievances and incidents related to indigenous partners, stakeholders and communities.
- Cultural heritage.
- Social Risk Management.
- Social Incident Management.
- Emergency Preparedness and Response Planning.
- Environmental & Social Impact Management.
- Human Rights Management.
- Contractors, Suppliers and other Business Partner Management.

Relations with employees and community.

- Effective two-way, transparent communication with employees and community.
- Develop a trusting and mutually respectful relationship with internal and external stakeholders.
- Support and participate in the training and development requirements of employees regarding engagement with the community.
- Communicate effectively with indigenous partners, stakeholders and communities.
- Identify potential conflict situations and minimize the implications.
- Advise on cultural diversity issues.

Administration

- Prepare and present accurate reports for management and others.
- Ensure that systems conform to BGM policies.
- Ensure that systems are well maintained and accurate.
- Conduct required meetings.
- Ensure the preservation of departmental records and statistics.

REQUIREMENTS OF THE POSITION:

TRAINING / EXPERIENCE / CERTIFICATION

- Degree and professional qualification related to Community/Indigenous Engagement
- 5-10 years recent experience in a related role.
- Current Knowledge of Global Reporting Initiative (GRI) and Towards Sustainable Mining (TSM) Sustainability Reporting Guidelines.
- Valid drivers license.
- Computer skills relevant to the role.

SKILLS AND ABILITIES REQUIRED

- Ability to listen and communicate in a clear, honest, authentic and respectful manner.
- A self-starter, with drive and perseverance to achieve goals.
- Experience working with indigenous individuals and communities.
- Demonstrated project management experience.
- Demonstrated knowledge of safe work practices, policies and procedures.
- Ability to make optimal decisions through accountability, judgement, problem solving, prudent risk taking, and market/industry awareness.
- Ability to build working relationships through respect & integrity, open communication, teamwork, negotiation, influence and relationship management.