

Information Pack for the role of

Webmaster & Web Development Lead Global Communications & External Relations

World Scout Bureau
Kuala Lumpur Office

August 2014



SCOUTS[®]
Creating a Better World

World Scouting

The **World Organization of the Scout Movement** is the largest youth organisation in the world. Scouting is a grassroots educational youth movement that is truly bottom-up in its structure and approach in engaging young people from all over the world.

World Scouting today is a confederation of 162 National Scout Organizations in a network of over 40 million members in more than 1 million local community Scout Groups. Some 7 million are adult volunteers who support the local activities, resulting in a huge multiplier effect.

Through peer-to-peer leadership, supported by adults, each local Scout Group embraces the same set of values illustrated in the Scout Promise and Law. Each of our 1 million local Scout Groups follows a similar system of non-formal education suited to the unique aspects of their local community.

The World Organization of the Scout Movement (WOSM) is an independent, worldwide, non-profit and non-partisan organisation which serves the Scout Movement through its NSO members. Its purpose is to promote unity and the understanding of Scouting's purpose and principles, while facilitating its expansion and development.

The **World Scout Bureau** (WSB) is the Secretariat of the World Organization. The Bureau comprises approximately 120 professional staff, based in 8 offices worldwide:

- Belgium, Brussels
- Egypt, Cairo
- Kenya, Nairobi
- Malaysia, Kuala Lumpur
- Philippines, Manila
- Panama, Panama City
- Switzerland, Geneva
- Ukraine, Kiev



The WSB has a number of constitutionally defined functions:

- It provides services for the promotion of Scouting throughout the world.
- It maintains relations with National Scout Organizations (NSOs) and helps them develop Scouting in their country.
- It promotes the development of Scouting in countries where it does not exist.
- It supports the organisation of international and regional Scout events such as World and Regional Jamborees.
- It maintains relations with international organisations whose activities are concerned with youth matters.
- It assists the World and Regional Scout Conferences, and the World and Regional Committees and their subsidiary bodies in the fulfilment of their functions. This includes the preparation of meetings and the provision of the necessary services to implement the decisions of the various bodies.

Webmaster & Web Development Lead

Overview

The Webmaster & Lead Web Developer is responsible for managing, maintaining and improving the technical performance, functionalities and security of the website (scout.org) of the World Organization of Scout Movement (WOSM).

scout.org is a website that is built around user generated content. Securing 24/7 functionalities (uploading of images, videos and text) is key to the user experience of over 40 million Scouts around the world, the 162 National Scout Organizations (NSOs), numerous Stakeholders (NGOs, UN Agencies, IGOs, donor community, media, etc.) and interested individuals around the world.

He/She ensures the website is functioning properly with regard to all technical and administrative aspects, including performance parameters such as speed of access and loading speed. He/She is responsible for the server administration (maintenance, updating, handling of databases, etc.).

The successful candidate requires technical skills to keep the website operating correctly and management skills to ensure seamless interaction with the World Scouts Bureau's internal as well as external stakeholders and suppliers.

This is an entry-level management role. The position is based in Kuala Lumpur, Malaysia.

Job Description

Position Title: Webmaster & Web Development Lead

Responsible to: Digital Engagement Lead

Key Responsibilities

- Provides technical monitoring, maintenance and ongoing improvement, as well as troubleshooting of the website (scout.org).
- Ensures the web server, hardware and software are operating accurately.
- Manages the database.
- Generates and revises existing web pages, as well as develops new web pages, as and when the need arises.
- Creates and modifies website design or settings of the website.
- Monitors, examines and analyzes website traffic and performance indicators.
- Prepares regular reporting on the website's performance indicators.
- Regulates and manages access rights of different users on the website.
- Plans for future changes to the website, staying current with software and hardware related to cloud hosting that can enhance the effectiveness of the website.
- Develops new pages and/or applications.
- Prepares Requests for Tender and contributes to selecting and managing technical suppliers.

Person Specification

Qualifications and experience

- Bachelor's degree in relevant Information and Communications Technology (ICT), web design or related disciplines.
- Minimum 2 years of working experience with Drupal on LAMP.
- Minimum 5 years of working experience in professional web development.
- Minimum 2 years of working experience in an international, multi-cultural work environment.

Knowledge and skills

- High level of competency in setup and administration of a LAMP environment.
- Understanding of integrating extended functionalities such as e-learning (e.g. Moodle), online surveys and other web based tools.
- Knowledge of Apache Solr is an added advantage.
- Aware of latest developments and innovation in the field of web design and development.
- Understands the scope of opportunities and limitations of digital engagement.
- Awareness of online safety and standards for children and youth would be an added advantage.
- Familiar with web design and development tools and understand the requirements of standard bodies such as the World Wide Web Association, International Organization of Standards (ISO), etc.
- Competent in conceptualizing new developments for the website based on requirements from colleagues
- Understands and able to develop wireframes from conceptual frameworks
- Good collaboration skills to work with designers, writers and photographers to develop content for the website and provide technical expertise to ensure the content meets accessibility requirements and complies with standards.
- High level of web management and analytical skills and experience.

Personal qualities

- Organized approach, excellent time-management skills.
- Good personal communication skills with cultural sensitivity.
- Dynamic, trustworthy, open-minded.
- Capable, as a Scout professional, of working with Scout volunteers at national, regional and world levels.
- Willing to travel occasionally for work.
- Work occasionally during evenings and/or weekends.

Summary of Employment Terms and Conditions

The World Scout Bureau offers a range of tangible and intangible working benefits.

- This role is a full time position with a maximum duration contract of five (5) years. There may be an option to extend the contract subject to agreement by both parties.
- The salary paid on a monthly basis will be appropriate to the seniority of this role and will take into account the non-profit nature of Scouting.
- This role is based in Kuala Lumpur, Malaysia
- The holiday entitlement is 25 days per annum, plus public holidays in the country where the position is based.

- The World Scout Bureau has a pension plan and medical plan.

The offer of appointment will be subject to:

- Two satisfactory references.
- Verification of relevant qualifications.
- Confirmation of eligibility to work in Kuala Lumpur
- Satisfactory completion of the probation period (3 months).

How to Apply

Applications should be submitted no later than 23:59 Malaysian time (GMT+7) on **15 August 2014** and should include:

1. A Curriculum Vitae with full details of education and career history.
2. Cover letter outlining your suitability for the role, relating your skills, knowledge and experience to the requirements of the Job Description and Personal Specification. Your particular interest and motivation in applying for this role should also be outlined.
3. Contact information of at least two people who can provide employment references.

Applications should be sent by e-mail to jobs@scout.org with the subject clearly mentioned "Application WSB Webmaster & Web Development Lead". Any additional inquiries about the role can be sent to the same e-mail address.

Timetable

Only shortlisted candidates will receive an acknowledgment of receipt and an invitation for a Skype interview in September 2014.

Ideally, the new Social Media Manager will commence work **no later than 1 October 2014**.

The World Scout Bureau is committed to making appointments on merit by a fair and open process, taking due account of equality and diversity.