

Information Pack for the role of

Director

Adults in Scouting, of the World Scout Bureau

World Scout Bureau
Kuala Lumpur Office

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SCOUTS[®]
Creating a Better World

World Scouting

The **World Organization of the Scout Movement** is the largest youth organization 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 organization 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 of approximately 120 professional staff, based in 8 locations 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.

Organizational Structure

The **World Scout Conference** is the governing body, the "general assembly" of Scouting, and is composed of all the NSO members of WOSM. It meets every three years and its function is to consider the policy and standards of the Scout Movement throughout the world, formulate the general policy and take the action required to further the purpose of the Movement.

The **World Scout Committee** is the executive body of WOSM. It is responsible for the implementation of the resolutions of the World Scout Conference and for acting on its behalf between its meetings. The members of the World Scout Committee are elected every three years at the Conference for a maximum consecutive term of six years. The World Scout Committee has established six **Regions** within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee and Office. In each Region a WSB Office has been established to support the NSOs as well as, where required, to handle global tasks and areas of work.

The **Secretary General** is appointed by the World Scout Committee, of which he or she is an ex-officio member with no voting rights. He or she is the Chief Executive Officer of WOSM and directs its Secretariat, the World Scout Bureau. The role of the Secretary General is to promote and safeguard the interests of the Movement. Scott Teare is the current Secretary General.

The **Chief of staff** reports directly to the Secretary General and is responsible for the operational management of the World Scout Bureau and for enhancing the internal organizational processes.

The **Global Directors** are the leads of each of the four worldwide core business areas of the World Scout Bureau: Scouting Development, Organisational Development, Communications & External Relations and Corporate Services. They report directly to the Secretary General and are each supported by a team of Assistants, Managers and/or Directors who work in virtual global teams with their colleagues in WSB Offices worldwide and the NSOs to provide expertise in each of the global areas.

The **World Scout Bureau** is the Secretariat of the World Organization. For 2013-14, the World Scout Bureau's approved annual operating budget is almost CHF 10M. This budget is financed mainly from the annual registration fees paid by NSOs, based on their individual membership and by grants provided by the World Scout Foundation, WOSM's fund raising arm.

The **World Scout Foundation** (WSF) exists to support Scouting worldwide. It currently manages an endowment fund of USD 65 million from which it makes annual grants to World Scouting. In addition WSF raises funds to support projects such as WOSM's flagship initiative **Messengers of Peace**, awarding between USD 3 and USD 6 million per annum in grants to World Scouting.

The Director, Adults in Scouting

The Director, Adults in Scouting is a member of the Global Team, Scouting's Development. 'Adults in Scouting' is a systematic programme of adult resources management, to improve the effectiveness, commitment and motivation of the leadership in order to produce better programmes for young people and a more effective and efficient organization. The following sections are a useful references to understand the context and landscape in which the Director, Adults in Scouting is expected to perform.

The Adults in Scouting

In Scouting, Adults, Leaders of Adults and Leaders are mainly volunteers and are responsible for Youth Programme development or delivery. They are responsible to support others adults and responsible for supporting organisation structures. We also have Youth Leaders in Scouting who are youth members delivering Youth Programme to younger age-sections, or involved in supporting other adults or organisational structures.

Scouting is largely a volunteer based organisation. Volunteers are people involved in different activities for no monetary remuneration. This involvement is undertaken entirely at the individual's own free will. The benefit of this involvement is directed at people other than the volunteer. However, a small group of professionals also play a key role in supporting the delivery of Scouting. Professionals are people recruited for a specific task to serve Scouting. They may or may not be Scout leaders (committed as a "Scout", having taken the Scout Promise) while working for a Scout organisation at various levels (Global, Regional, National or Local).

Innovation and development

World Scouting is committed to continuous learning and development as an organisation. Recognising the potential contribution from learning institutions and researchers working on Scouting and related subjects to Scouting's development and growth, we maintain close contacts and have regular exchanges with them to keep each other updated on latest developments.

World Scouting is also committed to help strengthen the capacity of professionals and volunteers especially at World and Regional level to better serve Scouting. To facilitate this, a World Scouting Management Woodbadge (a programme to conduct and recognise personal learning, development and training on the subject of Scouting) will be designed and supported for professionals and volunteers in partnership with one of our national members exceling in Woodbadge for Management of Scouting.

The establishment and In order to ensure mobility and flexibility across functions, the World Adults in Scouting Policy advocates the establishment of networks designed to augment and, if appropriate, replace the hierarchical and linear systems, which operate in many organisations. This places the emphasis on networking rather than hierarchical systems; to provide more flexibility, more opportunities to participate at all levels.

Commitment to diversity, inclusion and safety

World Scouting aims to reflect the societies in which we exist and actively works to welcome all individuals without distinction. This diversity is not only reflected in the membership of children, young people and adults in Scouting, but also the methods and programmes used within the Movement.

World Scouting has a global policy on Keeping Scouts Safe From Harm (which addresses Child Protection issues). World Scouting works closely with its National Scout Organizations at the management level to adopt and implement policies and procedures to ensure the safe passage of young people throughout their time in the Movement. Apart from at the levels of management and youth programme level (instilling self confidence and self esteem, and building knowledge on Child Rights), at the level of adult leadership, there is a lot of ongoing efforts on recruitment policies to ensure that only appropriate adults are recruited and that all adults, irrespective of their role, receive training and support in this area.

Job Description

Position Title: Director, Adults in Scouting

Responsible to: Global Director, Scouting's Development

Overview

The Director, Adults in Scouting, is a member of the Scouting's Development team within the World Scout Bureau, reporting to the Global Director, Scouting's Development. The person filling this position is responsible for supporting the development of 'Volunteering' at Global and Regional levels, and in National Scout Organizations (NSOs), in line with the World Adult in Scouting Policy.

Key responsibilities

The Director, Adults in Scouting:

- Supports the global team working with "Adults in Scouting".
- Provides guidance and support to National Scout Organizations in the area of management of volunteers in their Organizations, including the development and delivery of training systems.
- Supports the implementation of the World Adults in Scouting Policy at the Global, Regional and National levels.
- Provides guidance and support to Regional and World level in the area of management of volunteers in their respective areas, including the development and delivery of training systems.
- Undertakes research and establishes partnerships to support this work.
- In co-ordination with the External Relations Department, links WOSM with non-Scout entities dealing with Volunteering, Human Resource Management and Training.
- Supports the delivery of World Scouting in the areas of management of volunteers in their respective areas, including the development and delivery of training systems.
- Communicates effectively about Adults in Scouting, internally and externally, especially through our web platform - scout.org.
- Develops contents and plans to provide flexible learning opportunities including e-learning to support Adults in Scouting at Global, Regional and National levels.
- Contributes to the monitoring and evaluation of key performance indicators set for Adults in Scouting or related priorities.
- Works in close cooperation with the Director for Youth Programme and support his/her work, namely in identifying more effective ways of implementing the World Scout Youth Programme Policy and improve the creation of learning opportunities for young people.
- Contributes to the delivery of World Scout Events in supporting the Host Organisation in terms of volunteer management.
- Contributes to the overall work of the Educational Methods team

Person Specification

This person is likely to be an experienced professional in mid- to large-scale project management in a non-profit context. Experience with working in decentralized environments would be considered as an advantage.

Qualifications and experience

- Appropriate qualification for Adults in Scouting on a university level or equivalent through past experience.
- A minimum of 5 years of experience in managing adult volunteers, resources and related processes.
- Experience in managing at distance programs and teams of people.
- Experience in working with volunteers.
- Ability to design and implement a coherent "Adults in Scouting" strategy and plan.

Knowledge and skills

- Ability to work and co-operate within an international and multi-cultural framework.
- Leadership style that develops, coaches and empowers staff with a focus on accountability, initiative, service improvement and community satisfaction.
- Ability to communicate well and motivate people, including high-level interlocutors.
- Ability to communicate fluently in English, both oral and written. Literacy in other languages (including French, Arabic, Spanish or Russian) would be an asset.
- Computer literacy including project management software competency.
- Ability to delegate responsibilities and verify their implementation.
- Proven capability to solve problems, cope with stress and handle conflicts.

Personal qualities

- Dynamic, trustworthy, open-minded with good psychological and political understanding.
- Capable, as a Scout professional, of working with Scout volunteers at National, Regional and Global levels.
- Willing to travel extensively and to work during the evenings and at weekends.

Membership and positions

- The Director, Adults in Scouting is a member of the Global Team, Scouting's Development and a member of the Executive Staff of the World Scout Bureau, Kuala Lumpur Office.

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 successful candidate will be expected to travel worldwide in carrying out the responsibilities of the role. Air travel is in economy class.
- Contractual hours of work are 40 hours per week, Monday to Friday. However, additional time may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work during the evenings and on weekends, when necessary, for which reasonable time off in lieu may be given.
- 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 (or the ability to obtain the appropriate work permits, at the WSB's expense).
- Satisfactory completion of the probation period (1 year)

How to Apply

Applications should be submitted no later than 23:59 Malaysian time (GMT+7) on **1 September 2014** and should include:

1. A Curriculum Vitae with full details of education and career history.
2. A 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 ghagerdal@scout.org. For an informal conversation or further information about the role please contact the Global Director, Scouting Development (Göran Hägerdal) by email at ghagerdal@scout.org

Timetable

Ideally, the new Director, Adults in Scouting will be operational no later than **1 Oktober 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.