

Information Pack for the role of

Director

World Events, 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 financial partnership between WOSM and the WSF is crucial to the success of Scouting internationally. With the help of the foundation, expenses related to capacity building in our member NSOs are met, along with other expenses critical to the growth and development of Scouting.

The Director, World Events

The Director, World Events is a member of the Global Team, Scouting Development. The following sections are a useful references to understand the context and landscape in which the Director, World Events is expected to perform. The World Scout Conference, the World Scout Youth Forum, the World Scout Jamboree and the World Scout Moot (together called the World Events) are arranged on a regular basis, on locations decided by the World Scout Conference.

The Jamboree on the Air and Jamboree on the Internet (JOTA-JOTI), the World Scout Education Congress and the World Scout Inter-religious Symposium are also international events organised and/or supported by World Scouting.

World Scout Jamborees

The World Scout Jamboree is the largest regular event organised by the Scout Movement, gathering up to 40 000 people from all over the world. It is above all an educational event to promote peace and understanding. The World Scout Jamboree includes a wide variety of activities and also places great importance on the everyday life and interaction on the campsite.

Participants must be 14-17 years old at the time of the event. Those who are 18 or older can take part as International Service Team (IST, volunteer staff).

The World Scout Jamboree takes place every four years in a different country. The first World Scout Jamboree took place in England in 1920. Sweden hosted the World Scout Jamboree in 2011 and the next World Scout Jamboree will be held in Japan in 2015.

World Scout Moot

The World Scout Moot (or just "Moot") is an event for senior branches (traditionally called Rovers) and other young adult members, gathering up to 5 000 people. Moots provide an opportunity for young adults in Scouting to meet together with the objective of improving their international understanding as citizens of the world.

Participants must be 18-25 years old at the time of the event. Those who are 26 or older can take part as International Service Team (IST, volunteer staff).

The Moot takes place every four years in a different country, but this has varied somewhat since the first World Scout Moot in Switzerland in 1931. Canada hosted the Moot in 2013, and the next one will take place in Iceland in 2017.

World Scout Conference

The World Scout Conference is the governing body of WOSM. This is where the member organisations consider the policy and standards of the Scout Movement, formulate the general policy of the World Organization, and take the action required to further the purpose of the Movement.

Each National Scout Organization can send a maximum of six delegates and a number of observers to take part in the event. There are no age restrictions for delegates or observers.

The World Scout Conference takes place every three years, in conjunction with the World Scout Youth Forum. The first Conference took place in 1920 in England. Brazil hosted the 39th World Scout Conference in 2011, and the 40th World Scout Conference will take place in Slovenia in 2014.

World Scout Youth Forum

The World Scout Youth Forum provides an opportunity for youth members of World Scouting to discuss and express their views on different issues, and many participants are also delegates at the World Scout Conference. Through preparing inputs and draft resolutions to the World Scout Conference, participants will develop the skills necessary to take part in decision-making processes.

The World Scout Youth Forum is considered as an interim measure to improve youth involvement in decision-making at world level.

Each National Scout Organization can send up to two delegates and three observers. Delegates

must be aged 18-26 at the time of the event.

The World Scout Youth Forum takes place every three years, in conjunction with the World Scout Conference. The first Forum took place in 1971 in Japan.

Brazil hosted the World Scout Youth Forum in 2011, and the next one will take place in Slovenia in 2014.

JOTA-JOTI

Jamboree-On-The-Air (JOTA) and Jamboree-On-The-Internet (JOTI) are events that allow Scouts from all over the world to meet, even though they might not be in the same geographical location. For JOTA, participants use Amateur Radio and for JOTI they use the Internet.

Scouts of any age can participate in JOTA-JOTI. The radio stations for JOTA are operated by licensed amateur radio operators.

JOTA-JOTI is an annual event that takes place the third weekend of October, from midnight Friday to midnight Sunday (48 hours). As it starts at midnight local time, it actually lasts even longer than 48 hours counting from when the first time zone joins to the last. The first JOTA took place in 1958 and the first JOTI in 1997.

The next JOTA-JOTI will take place 18-19 October 2014.

World Scout Inter-religious Symposium

The World Scout Inter-religious Symposium (WSIS) is a gathering of representatives of National Scout Organizations and religious networks, some of which have Consultative Status with the World Scout Committee. The WSIS helps reinforce the value of Scouting as an institution promoting interreligious dialogue, tolerance, solidarity and peace. The WSIS furthers co-operation and understanding of interreligious issues throughout the Scout Movement.

The World Scout Inter-religious Symposium takes place every three years in a different country and is coordinated by the World Scout Inter-religious Forum (a network of religious organisations in Scouting). The first one took place in Spain in 2003.

Korea hosted the Symposium in 2012, and the next one will take place in 2015 (location yet to be decided).

World Scout Education Congress

The World Scout Education Congress is a new event (2013) which brings together people from all over the world to share, discuss and debate their experiences and expertise in Youth Programme and Adult Resources.

The Congress is open to National Adult Resources Commissioners, Youth Programme Commissioners, International Commissioners, Chief Commissioners and other key NSO decision-makers. The event also invites inputs from experts in the theory of education and from representatives of other youth organisations offering educational programmes.

The 1st World Scout Education Congress took place in 2013 in Hong Kong.

Job Description

Position Title: Director, **World Events**

Responsible to: Global Director, Scouting Development

Overview

The Director, **World Events**, is a member of the Scouting Development team within the World Scout Bureau, reporting to the Global Director, Scouting Development. His/her main mission is to lead the World Scout Bureau's actions in supporting the Host Committees of World Scout Events, as well as to support the World Scout Committee in exercising its Constitutional function to supervise the organisation of World Scout Events

Key responsibilities

The Director, World Scout Events:

- Conducts feasibility assessments to NSOs' offers to host World Events and present them to the World Scout Committee
- Coordinates the supervision of World Scout Events, in close collaboration with the World Scout Committee, the Host Committee and the World Scout Bureau (including regional offices).
- Manages the World Scout Bureau support and assistance to the Host Committees of the aforementioned events.
- Provides assistance, on demand, to regional events and to other special international events of interest to WOSM.
- Undertake other tasks in the context of the activities of the Global Team for Scouting Development.

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

- University Degree in a field related to project or large-scale event management.
- Successful working experience as a professional or as a volunteer in the management of World / Regional / National Youth Events such as Jamborees, Moots, Fora.
- Experience of working with multi-cultural environments around the world and with national leaders.
- Experience in working with volunteers and youth on educational programs or projects.
- Good knowledge and experience of Scouting at national and international levels would be an asset.
- Computer literacy.
- Fluency in English; knowledge of French and/or one of the other working languages of WOSM (Arabic, Spanish or Russian) will be an asset.
- Willing to travel extensively and to work during the evenings and at weekends.

Knowledge and skills

The selected candidate is expected to:

- Demonstrate a high level of competence in and knowledge of international best practices in event and project management.
- Be capable, as a Scout professional, of working with Scout volunteers at national, regional and world levels (namely his/her colleagues from the Global Team, Scouting Development)
- Behave ethically: understand ethical behaviour and business practices and ensure that his/her own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Organisation
- Build relationships: establish and maintain positive working relationships with others both internally (colleagues in the WSC and WSB, Host Committees...) and externally (partners) to achieve the goals of the Organisation and of the events
- Communicate effectively: speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Focus on client needs: anticipate, understand and respond to the needs of internal and external clients to meet or exceed their expectations within the organisational parameters
- Foster teamwork: work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness
- Lead: positively influence others to achieve results that are in the best interest of the organisation of the events
- Make decisions: assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the events
- Organise: set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Plan: determine strategies to move the projects/events forward, set goals, create and implement actions plans, and evaluate the process and results
- Solve problems: assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Membership and positions

- The Director, World Events is a member of the Global Team, Scouting 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 (6 months)

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, World Events, will be operational 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.