

# Information Pack for the Role of: **Manager, Fundraising and Public Affairs**

World Scout Bureau Global Support Centre  
Brussels, Belgium  
January 2024



---

## World Scouting

"The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society."

The **World Organization of the Scout Movement** (WOSM) is one of the largest youth organisations 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 174 National Scout Organizations (NSOs) in a network of over 57 million members in more than 1 million local community Scout groups. Some 5 million members are adult volunteers who support 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.

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 WOSM. It comprises of approximately 130 professional staff, based in nine locations worldwide:

- Belgium, Brussels (Europe Support Centre)
- Egypt, Cairo (Arab Support Centre)
- Kenya, Nairobi (Africa Support Centre)
- Malaysia, Kuala Lumpur (Global Support Centre)
- Panama, Panama City (Interamerica Support Centre)
- Philippines, Makati City (Asia-Pacific Support Centre)
- Switzerland, Geneva (Europe Support Centre)
- Switzerland, Geneva (Global Support Centre)
- Ukraine, Kiev (Eurasia Support Centre)

---

## Organisational 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** (WSC) is the executive body of WOSM. It is responsible for the implementation of the resolutions of the World Scout Conference and acts on its behalf between its meetings. Every three years, 12 members of the WSC are elected (as voting Members) for a maximum consecutive term of six years at the World Scout Conference. The WSC has established six Scout Regions within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee, and Support Centre. The WSC also includes, as Ex-Officio Members, the six Regional Chairpersons, besides the Secretary General, the WOSM Treasurer, and a representative of the World Scout Foundation. Six Youth Advisors are additionally involved in the decisions and tasks of the WSC.

The **Secretary General** is appointed by the WSC to promote and safeguard the interests of the Movement. The Secretary General is the Chief Executive Officer of WOSM and directs its Secretariat, the **World Scout Bureau** (WSB).

The **Chief Operating Officer** provides overall coordination and leadership to the operations of the WSB Global Support Centre. **Global Directors** are the leads of each of the four worldwide core business areas of the WSB: Scouting Development, Organisational Development, Communications, Business Development and Corporate Services.

The **Regional Directors** are the leads of each of the WSB Regional Support Centres around the world and are responsible for the services delivered to the NSOs in their constituency. All the Global and Regional Directors (who form the Senior Management Team) report directly to the Secretary General and are each supported by a team of assistants, managers, and/or directors.

**This role is co-financed by the World Scout Foundation**, which exists to provide financial and other resources to WOSM by uniting a global network of donors in support of World Scouting. The Foundation is an international non-profit institution based in Switzerland. Its mission is to raise USD100 million by 2030 to contribute to the education and development of 100 million young, active citizens.

The Foundation's Board, under the active leadership of its Honorary Chairman, His Majesty King Carl XVI Gustaf of Sweden, oversees all projects, investments, and the use of the different funds raised from individuals, corporations and other institutions. At the highest level, the Oversight Committee of the Foundation Board ensures governance oversight of the distribution of funds, via a robust grant making system, which is managed in partnership by WSF and WOSM. In 2022, a total of USD 6.9 million was disbursed to Scouting in the form of an Annual Operational Grant and earmarked funding for Scout projects. In line with its strategic goals, the Foundation together with WOSM seeks to increase funding streams from institutional partners to create a diversified income stream by 2030 and beyond.

---

## Job Description

**Position Title:** Manager, Fundraising and Public Affairs

**Reports to:** Global Director, Business Development and Resource Mobilisation

**Second reporting officers:** Regional Director, European Support Centre and Director of Philanthropy, World Scout Foundation

**Duration:** Two-year contract (with potential to extend based on performance and funding)

**Location:** Brussels Support Centre

\*seniority of the role will be determined based on experience of the selected candidate

### Summary

The Manager, Fundraising and Public Affairs, will lead on all engagements with European Institutions and the development of funding opportunities relating to activities and priorities outside of the EU.

The primary responsibilities for the role will be to:

- 1) build effective policy goals for WOSM's engagement that are aligned with the global Strategy for Scouting, agreed business priorities and relevant European policies towards extra European countries;
- 2) define and develop a strategy to implement them; and
- 3) secure increased income for WOSM to support actions in line with EU priorities in the world.

The role will lead on the development of European funding opportunities for all actions taken outside of the EU, working in close collaboration with the European Support Centre and the Global Business Development Unit.

To be successful, the role will have to build trust and engage with a variety of stakeholders at the institutional level and develop strong relationships. Embedded within the World Scout Bureau's (WSB) Business Development Unit, the role will be required to work closely across all teams with a specific focus on the European Region Support Centre, other Regional Support Centres and Scouting Development.

**This role is co-financed by the World Scout Foundation.** The individual will therefore work in close collaboration with staff across the World Scout Foundation to generate income and opportunities for World Scouting.

The role is full-time for 24 months – with the potential to extend based on performance and funding available – and will be based in Brussels, Belgium.

### Key responsibilities

#### Building effective policy goals and relationships (Approx 20%)

- Monitor EU legislation, political developments and regulatory matters, in collaboration with relevant colleagues, that are relevant to WOSM outside of the EU.
- Advise WOSM with respect to policy challenges, opportunities, key developments and their implications for the Movement.
- Identify relevant stakeholders and build strong relationships in EU based institutions, including the European Commission, Parliament and Council as well as similar actors, Think Tanks, relevant Foundations and Associations.
- In close collaboration with relevant staff and Youth Representatives, engage proactively to advance WOSM's advocacy initiatives, including working to develop clear objectives that are linked to organisational priorities.
- Draft external facing documents such as letters, position and policy papers and responses to consultations.
- Represent WOSM at events, associations, and with key partners.



- Promote the role of WOSM as an engaged player outside the EU on issues that are relevant to the European institutions.

### **Lead on fundraising with EU-based institutions and foundations (Approx 45%)**

- Identify and map funding opportunities linked to actions outside of the EU from institutions and foundations within the EU.
- In close collaboration with relevant staff, lead the development, drafting and successful submission of proposals and responses to funding calls.
- In collaboration with programme staff and volunteers, support the development of new proposition and projects that are relevant and interesting to external donors and funders.

### **Strategy and capacity development (Approx 15%)**

- Develop and define clear fundraising strategies to successfully implement new policy goals and convert funding priorities.
- Support the overall implementation of WOSM's Business Development and Resource Mobilisation Strategy.
- Develop new resources, in collaboration with the Regions, to support National Scout Organisations (NSOs) in building their fundraising capacity.

### **Reporting and communications (Approx 10%)**

- Coordinate, in collaboration with relevant colleagues and the World Scout Foundation, efficient and timely reporting on progress against targets using the WSB business development oversight and tracking tools (Smartsheets, Fluxx [Grant Management Portal] and more).
- Monitor progress and report on key funded projects.
- Liaise with the Communications Team and World Scout Foundation colleagues to generate ideas for content and align on the communications and fundraising plan, including supporting to develop engaging and shareable content based on funded projects.
- Support with reporting to WSB Senior Management Team and the World Scout Committee.
- Coordinate reporting to the European Commission

### **Contribute actively to the overall goals of the WSB Business Development Unit and World Scout Foundation (Approx 10%)**

- Contribute to the overall work of the World Scout Bureau by playing a full and active role as a member of the WSB Business Development Unit.
- Support the World Scout Foundation on collaborative projects in support of its fundraising goals and contribute to ad-hoc projects as required.
- Undertake other tasks as agreed with the line manager from time to time.

## **Job Requirements**

### **Qualifications and experience**

- At least 5 years of experience working with policy issues in the relevant field (particular preference for NGOs) in a EU political, governmental or regulatory context.
- Master's degree in related fields or equivalent experience.
- Advanced knowledge of the political landscape and EU legislative process.
- Strong working knowledge of EU financing and structural funds.
- Track record in developing and securing funding from EU institutions and, ideally, international development funding opportunities.
- A legal background would be a plus.
- Experience of working with volunteers is desirable.

- 
- Fluent in English and French is essential, any other command of WOSM's languages (Spanish and Arabic) would be considered an asset.

### **Desired knowledge and skills**

- Ability to manage high volumes of projects within tight deadlines and high attention to details.
- Ability to turn around files and projects with a high degree of organization, efficiency and decision-making.
- An effective communicator with strong organisational skills;
- Good drafting and writing skills;
- Strong stakeholder management skills and experience in business development.
- Ability to work and co-operate within an international and multi-cultural framework.
- Comfortable in using standard business software (Outlook, Word, PowerPoint)
- Advanced knowledge of Excel required.
- Ability to leverage Slack for business.
- Experience in project or grant management software would be considered an asset.
- Proven capability to solve problems, cope with stress and handle conflicts.

### **Personal Qualities**

Experience with working in decentralized, non-profit and/or international environments would be considered an asset.

- Emotionally mature with strong interpersonal skills: ability to navigate a variety of cultures and contexts, and to negotiate with people having strong opinions while maintaining respectful relationships.
- Comfortable with working in a small functional team in a highly transparent fashion, open to input and feedback.
- Service-oriented approach, focused on getting things done and prioritise the customer experience in interacting with the World Scout Bureau.
- Dynamic, trustworthy, open-minded with good psychological and political understanding.
- Capable, as a paid staff member, of working with Scout volunteers at national, regional and world levels.
- Willing to travel occasionally and to work during the evenings and at weekends.
- Meticulous with good problem-solving skills and attentive to details.

---

## Summary of employment terms and conditions

### Terms and Conditions

The World Scout Bureau (WSB) offers a range of tangible and intangible working benefits. This is a full-time position with a 24-month contract.

- Contractual arrangements to be articulated with the World Scout Bureau.
- 38 per week, including irregular hours to accommodate different time zones.
- The position will be based in Brussels and will require regular travel, with an option to consider remote working based on the best candidate.

The offer of appointment will be subject to:

- Three satisfactory references.
- Verification of relevant qualifications.
- Satisfactory completion of the probation period (three months).

---

## How to Apply

Applications will be considered on a rolling basis and until we are able to identify the right candidate for the role. Please submit the following:

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.
3. Contact information of at least three people who can provide employment references.

Applications and inquiries should be sent by e-mail to [christina.alexiadis@lighthouseeurope.com](mailto:christina.alexiadis@lighthouseeurope.com)

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