



Information Pack for the Role of Senior Manager, Strategic Partnerships and Fundraising

World Scout Bureau

March 2024



SCOUTS
Creating a Better World

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 eight 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)

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.

Job description

Position Title: Senior Manager, Strategic Partnerships and Fundraising

Reports to: Global Director, Business Development and Resource Mobilisation

Location: Nairobi, Brussels or Cairo Support Centres (due to time zone and external partners)

Summary

The Senior Manager is responsible for leading on all strategic partnerships and fundraising efforts for WOSM, in collaboration with the Global Director for Business Development and Resource Mobilisation. The role will be the focal point for driving new and existing global partnerships, including UN agencies, inter-governmental organizations, the Big Six and other international non-governmental organizations working in the field of youth development and non-formal education.

Working in close collaboration with Grants Management and Quality Assurance colleagues and the Global Director, the role will provide oversight, coordination, and management of the Business Development Practice. Specifically, the role will lead the implementation of the partnerships and fundraising actions of WOSM business development strategy and provide management support and guidance to partnerships and fundraising in all Support Centres.

The role will work closely with the World Scout Foundation providing support to identify, secure and develop fundraising opportunities with institutional partners and donors.

Key responsibilities

- Implement WOSM's business development and resource mobilisation (BDRM) strategy, including leading on relevant aspects of the strategy and delivering on the targets and key performance indicators.
- Provide matrix management oversight to the strategic partnerships and fundraising work across the practice team, including setting team goals, targets and priorities and tracking progress by gathering data and information across the Practice Team.
- Lead the development of external funding opportunities and coordinate proposal development with grants management and quality assurance, other relevant Practice Teams, Support Centres and the World Scout Foundation (WSF).
- Position World Scouting as the leading youth educational movement by enhancing Scouting presence in international events and processes of relevance to World Scouting scope of work
- Maintain a strategic oversight of key partnerships and develop clear plans for advancing the mission and vision of Scouting through strengthening existing and initiating new partnerships.
- Oversee, monitor and report on the new business and partnership trackers, in collaboration with all Regional Directors and Support Centres.
- Anticipate, understand and respond to the needs of internal and external stakeholders to meet or exceed expectations within organisational parameters.
- Extract and communicate the key requirements of partnerships towards internal stakeholders and other WSB colleagues, and regularly communicate about the progress of partnership projects to both internal and external stakeholders.
- In collaboration with the Global Director for BDRM, Communications and the Executive Office of the Secretary General, develop the Thought Leadership agenda for WOSM.
- Lead external partner and high-level guest engagement at World Events and provide support to relevant Support Centre staff for Regional Events.
- In collaboration with the Manager for Advocacy and Partnerships, develop WOSM's advocacy and policy efforts in accordance with the Strategy for Scouting and WOSM's Business Development Strategy.

- Draft talking points and briefings for the Secretary General and Regional Directors for key external meetings.
- Evaluate and monitor the impact of partnerships to enable continuous learning and improvement.
- Line management of an officer for Partnerships, Advocacy and Business Development.

Job requirements

Qualifications and experience

- At least eight years of experience working in partnerships and fundraising in a global context.
- Master's degree in related fields or equivalent experience.
- Advanced knowledge of the workings of the UN and other inter-governmental organisations.
- Strong working knowledge and track record in fundraising with institutional donors.
- Track record of developing impactful and strategic partnerships in global and regional contexts.
- Experience of developing and overseeing effective advocacy strategies that deliver tangible organisational outcomes.
- Experience of working with volunteers is desirable.
- Fluent in English is essential, any other command of WOSM's languages (French, 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

The World Scout Bureau (WSB) offers a range of tangible and intangible working benefits. This is a full-time position, with the following core elements:

- 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 the Nairobi, Brussels or Cairo Support Centre and will require regular travel.

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 should be submitted no later than **23:59 Kuala Lumpur time (UTC+8) on 7 April 2024** 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.
3. Contact information of at least three people who can provide employment references.

Applications and inquiries should be sent by e-mail to jobs@scout.org.

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