

Information Pack for the Role of

Consultant, WOSM Events Strategy Implementation

Any World Scout Bureau Support Centre or remote

September 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 176 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 that 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 seven 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 & Global Support Centre)

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Organisational structure

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

The **World Scout Committee** (WSC) is the governance body ("board") of WOSM. It is responsible for implementing resolutions agreed at 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 also consists of ex-officio members: the Chairperson from each of WOSM's Regions, WOSM's Secretary General, the WOSM Treasurer, and a representative of the World Scout Foundation.

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).

Regional Directors lead staff teams in each of our Support Centres around the world and are responsible to coordinate and quality-control the full suite of services delivered to NSOs in their constituency, working hand-in-hand with our globally distributed Practice Teams.

Global Directors lead staff teams each of the WSB's functional areas, organised as globally distributed Practice Teams: Member Support; Education, Research & Development; Communications; Business Development; WOSM Events; Corporate Services.

Regional and Global Directors form the **WSB Senior Management Team** and report directly to the Secretary General.

All our teams work on a daily basis with **WOSM Volunteers**, a pool of hundreds of committed individuals from all over the world that contribute and co-lead our projects, events, research and resource development. All together, we form the **WOSM Team**.

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WOSM Events - Background information

WOSM Events provide an important experience in living the worldwide community of Scouting that has been integral to World Scouting since the first World Scout Jamboree in 1920. These WOSM Events include the **Jamboree**, **Moot**, **Conference**, **JOTA-JOTI** and the **Education Congress**, as well as key events hosted by WOSM's Regions. These events have different focuses with educational, institutional, networking and/or capacity development purposes.

While all our Events are owned by WOSM and overseen by our Regional or World governance bodies and structures, each is organised by an elected or appointed **Host**. Hosts are our Member Organizations (either one or joint in an alliance) in good standing with World Scouting that bid or submit a proposal to host an Event. Hosts, when at the proposal or bidding phase, go through a standardised review process to assess their hosting proposal prior to appointment or election. Hosting a WOSM Event is a large undertaking with a long-lasting impact on Hosts and their capacity, recognition, and finances.

Each Host, once elected or appointed, sets up an **organising structure**, and sources volunteers, staff and experts locally and internationally. The lifecycles of these events depend on their nature, lasting generally from one year to multiple years for the larger ones. World Scouting provides a set of guidelines and standards for each event, with support and supervision provided through the WOSM Events Team of the World Scout Bureau, in conjunction with WOSM Event Volunteers. Each Host reports regularly to our governance structures, with some of the key decisions for the event planning requiring governance approval.

The environment and requirements for WOSM Events have shifted over the past decades, especially for our outdoor camping events with youth and young adults. There is increased focus on health, safety and safeguarding, the significance of adverse weather conditions due to climate change, and the expectations of Member Organizations. More recently, a global pandemic caused the cancellation and postponement of several events, presenting new challenges for World Scouting, Hosts, and participant contingents from our Member Organization. Furthermore, organisational complications related to the 25th World Scout Jamboree in 2023 urgently highlighted the need to upgrade event operations and supervision.

The **WOSM Events Strategy** outlines steps towards significantly upgrading event operations both as a reaction to recent experiences, but also charting a way into a future where more young people can benefit from life-changing international experiences.

WOSM Events – Our events

Jamboree
The **World Scout Jamboree** is the largest youth outdoor camping event in the world, gathering every four years up to 50,000 people for 12 days from all over the world. It is, above all, an educational event to promote peace and intercultural understanding. The World Scout Jamboree includes a wide variety of activities happening on-site and off-site, including ceremonies and arena events, while placing great importance on the everyday life and interaction on the campsite. Participants must be 14-17 years old at the time of the event. Up to 8,000 adult volunteers take part in International Service Teams and serve as volunteer staff during the event. World Scout Jamborees draw significant media attention and bring to the campsite up to 25,000 visitors each day. **Regional Scout Jamborees** are similar in nature, albeit smaller in scale (10,000 to 25,000 participants), and sometimes take place in a co-branding model with a National Jamboree to increase international attendance and exposure.

Moot
The **World Scout Moot** is a camping event for young adult aged 18-25 years old, gathering 5,000 to 9,000 people every four years. The event consists of two parts. In the first part, participants join a small group in one of several themed "paths" (e.g. adventure, community service, culture) organised in a specific part of the host country. All "paths" come together in the second half of the event at a central campsite. Moots provide opportunities for young adults in Scouting to meet together with the objective of improving their international understanding as citizens of the world. **Regional Scout Moots** are similar in nature, but smaller in scale (500 to 5,000 participants).

Conference
The **World Scout Conference** is a corporate, assembly-style event for adults, gathering around 1,500 participants every three years. It is the governing body of WOSM and brings together representatives from our 176 Member Organizations for a week to consider the future strategy of the Movement, elect our board and decide on future event Hosts. **Regional Scout Conferences** are similar in nature, albeit smaller in scale (200-500 participants).

Education Congress
The **World Scout Education Congress** is a global event held every few years that gathers 300 to 500 educators, Scout leaders, and experts to discuss and shape the future of Scouting's educational approach. The Congress focuses on sharing best practices, innovative ideas, and research related to non-formal education within the Scout Movement. Participants engage in workshops, presentations, and discussions that aim to enhance Scouting's ability to deliver impactful, relevant, and forward-thinking educational experiences for young people worldwide. The Congress is a key platform for aligning Scouting's educational mission with evolving global challenges and opportunities.

JOTA-JOTI
JOTA-JOTI (Jamboree on the Air, Jamboree on the Internet) is the world's largest annual digital and radio-based Scouting event, connecting over 1.5 million Scouts from more than 170 countries. Held annually in the third weekend of October, the event allows participants of all ages to communicate globally via online platforms and amateur radio, fostering international friendship, digital citizenship, and intercultural learning. Scouts engage in a variety of activities, including virtual challenges, workshops, and discussions on global issues, making JOTA-JOTI a unique event for promoting global connections through technology and communication.

Consultation scope of work

Position: Consultant, WOSM Events Strategy Implementation

Reports to: Global Director, WOSM Events

Duration: 12 months

Location: Remote role, noting daily interaction required with WSB staff and Event Hosts in UTC+1 and UTC+8 time zones

Project overview

World Scouting is implementing its new **WOSM Events Strategy**, aimed at enhancing the planning, execution, and sustainability of its global and regional events. To support this, World Scouting is engaging a **Consultant** for a one-year period to provide expertise and additional capacity. The consultant will be responsible for designing, testing, and operationalising key elements of the strategy, as well as developing the **WOSM Events Academy** - a platform for training and capacity building for event Hosts and staff. Additionally, the consultant will explore systems used by current WOSM Event Hosts, as well as **international best practices**, with an aim to strengthen existing or onboard new scalable tools and processes for WOSM-wide use.

Objectives

The consultant will provide expertise and capacity to the WOSM Events Team with a focus on:

1. **Designing and rolling out core elements of the WOSM Events Strategy**.
2. **Developing and launching the first edition of the WOSM Events Academy** to train and equip event Hosts and staff.
3. **Exploring event management systems used by current Hosts**, evaluating and enhancing them based on **international best practices**, and onboarding effective tools for consistent, scalable use across all WOSM Events.

The consultant will ensure that these systems and processes are integrated into the ongoing operations of the WOSM Events Team and sustained after the consultancy.

Scope of work

The Consultant will collaborate with the Global Director, WOSM Events, and relevant stakeholders to accomplish the following tasks:

- **Design and testing of core strategy elements**:
  - Design and test key components of the WOSM Events Strategy, such as risk management frameworks, standardised event supervision structures, and standardised Host support processes.
  - Review and strengthen templates, tools, and guidelines for each phase of event planning and execution, including bidding, monitoring, delivery, and post-event evaluation, leveraging international best practice.
  - Pilot these systems during upcoming WOSM events, in coordination with existing Hosts, to ensure scalability and effectiveness.

- **Exploring and onboarding systems based on Host experience and international best practices**:
  - Conduct a thorough mapping of systems and processes used by current event Hosts to manage large-scale WOSM events.
  - Evaluate these systems against **international best practices** in event management, identifying opportunities to strengthen and/or improve them.

  - Onboard the most effective tools and systems for WOSM-wide use, ensuring consistency, scalability and affordability in event planning and operations.

- **Development and launch of the WOSM Events Academy**:
  - Plan, develop, and deploy the first edition of the WOSM Events Academy, providing comprehensive training and resources for event Hosts, staff, and volunteers.
  - Design a curriculum that addresses key areas such as Host support, risk management, event supervision, sustainability, and crisis management.
  - Lead the Academy's rollout, ensuring it meets the needs of participants and can be expanded for future editions.
  - Collect and analyse feedback from participants to refine the Academy and ensure it becomes a long-term capacity-building tool for WOSM.

- **Capacity building and knowledge transfer**:
  - Deliver training programmes for World Scouting staff, volunteers, and event Hosts on newly developed tools and systems.
  - Develop a knowledge-sharing platform to clearly capture categorised best practices, lessons learned, and key insights, for current and future event Hosts.
  - Ensure a smooth knowledge transfer process to equip the WOSM Events Team with the skills and resources to sustain these systems and processes after the consultancy.

- **Monitoring and evaluation**:
  - Establish performance metrics to track the success and adoption of the new systems and the WOSM Events Academy.
  - Implement a feedback mechanism for event Hosts and stakeholders to ensure continuous improvement of the strategy and processes.
  - Provide thorough documentation of lessons learned and recommendations for ongoing improvements to ensure long-term success.

Deliverables

The Consultant will deliver the following key outputs during the consultancy:

1. **Event planning frameworks**:
   Tested and finalised frameworks for risk management, event supervision, and Host support processes, ready for integration into World Scouting operations, with due consideration for frameworks in place by existing Hosts.

2. **WOSM Events Academy (first edition)**:
   A fully developed and launched **WOSM Events Academy**, including training materials, curricula, and feedback systems to support ongoing capacity building.

3. **Enhanced event management systems**:
   Strengthened and onboarded systems based on current event Host practices and international best practices, standardised for use across all WOSM events to ensure consistency and scalability.

4. **Crisis management system**:
   A comprehensive crisis management framework, including contingency plans and communication protocols, to ensure WOSM events are prepared for emergencies.

5. **Training programmes**:
   Training sessions and materials that upskill World Scouting staff and volunteers, ensuring they can effectively use the new systems and processes.

Required qualifications

Qualifications and experience

- Extensive experience in executing large-scale event strategies, including risk management, event supervision, and support processes.
- Expertise in reviewing, strengthening, and onboarding event systems based on international best practices.
- Proven ability to develop and launch training programs or academies, particularly for event management and capacity building.
- Strong experience in deploying digital tools and systems for project management, risk assessment, and event planning.
- Excellent project management skills, with a strong focus on delivering results in high-pressure environments.
- Experience in crisis management and decision-making processes in challenging and dynamic environments.
- Strong communication and collaboration skills, with experience working with diverse stakeholders and volunteer teams.

How to apply

Interested individuals or agencies submit a consulting proposal no later than 23:59 Kuala Lumpur time (UTC+8) on **Friday, 1 November 2024**. The proposal should include:

- Concise **cover** letter, explaining your interest in the project and summarizing qualifications
- Resumé or **portfolio** of work highlighting your experience, especially with similar large-scale events, training programmes, and system rollouts.
- High-level outline of how you would **plan** to approach the project.
- Proposed **timeline** for completing the work, outlining key milestones and deliverables
- Breakdown of your proposed **remuneration**, tied to key deliverables or milestones of the project

Applications and inquiries should be sent by e-mail to jobs@scout.org. Interviews will be conducted on a rolling basis.

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