



Information Pack for the Role of **Manager, Fundraising**

World Scout Bureau European Support Centre
Brussels, Belgium

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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 organisation 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 170 National Scout Organizations (NSO) in a network of over 50 million Scouts in more than 1.5 million local community Scout groups. Some seven million members are 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 1.5 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-political 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 the World Organization. It comprises of 140 professional staff, based in nine support centres worldwide:

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

Manager, Fundraising

Reporting to: Director for Strategic Partnerships, Communications and Funding
Location: World Scout Bureau, Europe Support Centre, Brussels, Belgium
Duration: Three years, renewable

Summary

The Manager, Fundraising is a key position within the WSB European Support Centre leading our work in Funding and Grant Management. The functions of this role consist of 3 main focuses:

- Contribution to a strategic approach to fundraising in the Region
- Ensure access to funds to support the development of Scouting
- Support Member Organisation's in Fundraising

This role entails a strong operational approach to the work to be carried out, with hands-on responsibilities including some administrative work, as well as the opportunities to contribute to the strategic approach to fundraising in the Region. This position is part of a small and dynamic team within a value-based organisation offering continuous learning opportunities and a chance to contribute to the professional growth of team members in the area of Funding.

Role description

Key responsibilities

- **Contribution to a strategic approach to fundraising** in the European Scout Region leading to the review, implementation and continuous improvement of the Fundraising Strategy for the Region.
- **Ensure and continuously increase access to funding opportunities** to support the Regional Scout Plan and the development of Scouting by:
 - Monitoring funding opportunities available and support efforts in diversification of income in collaboration with dedicated partners.
 - Develop funding applications from all applicable European Funds (Erasmus+, European Commission's various DG calls, European Youth Foundation...) and any other potential donor.
 - Provide guidance and support to colleagues when in charge of funded projects.
 - In coordination with project manager and financial staff
 - Manage the partners of the projects
 - Manage funded projects according to donor requirements
 - Assist project reporting
- **Provide and coordinate direct support to NSO/NSAs in Fundraising** as one of support areas of the [WOSM Services](#):
 - Support NSO/NSAs in their fundraising activities and development of funding applications
 - Coordinate trainings and other relevant activities that would support NSO/NSAs to attract more funding
 - Ensure the regular communication of funding opportunities through dedicated channels
 - Contribute to the training of WOSM Consultants to provide such support across the region

- **Coordinate the management of grants internally available to NSOs/NSAs** such as the [Messengers of Peace Initiative](#)
 - Process grant applications in support to the appointed decision bodies
 - Promote these grants and funding opportunities to NSOs/NSAs
 - Manage the internal grants monitor to ensure reporting requirements are met and support NSOs/NSAs in this process where needed
- **Provide operational support to the [European Scout Foundation](#)**
 - Support review of the applications for funding and ensure continuous improvement of the dedicated grant framework, including donor criteria
 - Coordinate and facilitate presence of Friends of Scouting in Europe (FOSE) at relevant regional scout events
 - Support and attend identified meetings
- **Contribute to the overall work** of the World Scout Bureau by playing a full and active role as a member of Europe Support Centre team
- Manage and supervise one-year volunteer/intern
- Undertake other tasks as agreed with the Director for External Relations and Funding from time to time

Internal Relations

- WSB Europe Support Centre staff based both in Geneva and Brussels as well as other remotely based staff.
- WSB Global Support Centre staff and peers in other Regional Support Centres.
- Chairperson, Vice-chairperson and members of the European Scout Committee.
- European Scout Foundation.
- Representatives of the National Scout Organisations and Associations (NSO/NSAs) in the European Scout Region.

External Relations

- Other youth organisations
- Agencies of the European Commission and the Council of Europe
- Other funding and donor organisations, foundations, etc.

Job requirements

Education

- Education to university degree level preferably but not exclusively in international affairs, political science, law or an equivalent diploma. Desirable
- Excellent communication and presentation skills in English (written and oral) Essential
- Additional language skills may be an advantage, particularly French. Desirable

Previous experience

- At least 3-year professional experience in the field of fundraising or equivalent Essential
- Track record of successful funding applications Essential
- Previous volunteering engagement in Scouting or other youth organisations Desirable
- Experience with working with and supporting volunteers Desirable

Knowledge

- Knowledge of the World Organization of the Scout Movement and/or Youth Field Desirable
- Knowledge of the European institutions and respective funding programme schemes Essential

Motivation

- Ability to work as a team member Essential
- Ability to work in an inter-cultural and multi-cultural environment Essential
- Ability to take initiative and work independently Essential

Practical skills

- Demonstrable computer literacy: Essential
 - Abilities to use the Microsoft Office in a business environment.
 - Internet in a business environment (online collaborative tools, leveraging social media)
 - Project management tools and software online.
- Ability to maintain records effectively and deal with large scale projects and associated budgets Essential

Personal qualities

- Ability to work as a team member, in an inter-cultural and multi-cultural environment Essential
- Ability to take initiative and work independently Essential
- Displays honesty, integrity and a strong sense of ethics in all actions and decisions. Essential
- Adaptable to different working conditions including under pressure Essential
- A good sense of humour and team spirit Essential
- Flexible approach and able to manage changing agendas and directions Essential
- Willing to travel and for up to 25 days per year, including week-ends Essential
- Understanding of and acceptance of the fundamental principles of Scouting Desirable

Summary of employment

Terms and conditions

The WSB offers a range of tangible and intangible working benefits. This is a full-time position with a contract of three years with an option to extend the contract subject to agreement by both parties.

- Salary will be negotiated based on proven experience.
- The position is based in Brussels, Belgium.
- The holiday entitlement is 25 days per annum plus public holidays in the country where the position is based.
- Benefits include flexible working, annual local season ticket and lunch vouchers.

How to apply

Applications should be submitted to europa@scout.org no later than 23:59 Brussels time, on **15 September 2019** 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 persons who can provide employment references

The WSB is committed to taking due account of equality and diversity, all appointments are made on merit by a fair and open process. Additional support or accessibility requirements for interview will be offered and respected for any candidate.