



Information Pack for the Role of **Manager,** **Grant Making Processes**

World Scout Bureau, European Support Centre
Brussels, Belgium

March 2021



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 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, Grant Making Processes

Reporting to:	Director for Strategic Partnerships, Communications and Funding
Responsible for:	One-year Volunteer (Intern). A part-time project assistant position could be added after assessment of needs
Location:	World Scout Bureau, Europe Support Centre, Brussels, Belgium
Duration:	Initially three years, renewable

Summary

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

- Increase the funding and grant management function of the European Support Centre
- Support the development of funding applications with all relevant stakeholders and facilitate reporting deliverables in coordination with the Finance Manager
- Support Member Organizations in their fundraising initiatives

This role entails a strong operational approach to the work to be carried out, with hands-on responsibilities to ensure the delivery of currently existing funding sources. It also entails close collaboration with different stakeholders from the team of staff, member organisations to external partners. This role is also exposed to a development dimension in support to the fundraising functions of the organisation. This position is part of a dynamic regional 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 Project Management and Grant Management.

Role description

Key responsibilities

- **Review the funding and grant management processes** of the European Scout Region leading to continuous improvement of the overall project management approach. This includes the evaluation of the working methods and operational capacities in terms of project conception and financial management of the European Scout Region
- **Take the lead of the coordination of all funding application processes** of the organisation by:
 - Developing with the project managers and partners funding applications from already used European Funds (Erasmus+, European Youth Foundation...) with the support and guidance of the Director for Partnerships, Communications and funding and inputs from relevant colleagues
 - Providing guidance and support to project managers in all reporting deliverables, as per donor requirements and in accordance to the operational and financial guidelines
 - Maintaining an overall grant monitor and provide reports to different structures of the Region including its management and governance
 - Identifying and escalating any deviations and due diligence issues in the grant making and project monitoring process to the appropriate level in the organisation
 - Continuously identifying and developing strategies to optimize the grant administration process
- **Coordinate the management of grants internally available to NSOs/NSAs** such as the [Messengers of Peace Initiative](#)
 - Process grant applications with the support of the appointed decision bodies
 - Promote these grants and funding opportunities to NSOs/NSAs
 - Manage the internal monitor to ensure reporting requirements are met and support NSOs/NSAs in this process where needed
- **Contribute to the direct support to NSOs/NSAs in Fundraising** as one of support areas of the [WOSM Services](#):
 - Support NSO/NSAs in their fundraising activities and development of funding applications to access European Funds
 - Coordinate trainings and other relevant activities that would support NSOs/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
- **Contribute to the overall work** of the World Scout Bureau by playing a full and active role as a member of Europe Support Centre and the Global wide teams



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.
- European Scout region volunteers.
- European Scout Foundation.
- National Scout Organisations and Associations (NSO/NSAs) in the European Scout Region.

External Relations

- Agencies of the European Commission and the Council of Europe
- Other funding and donor organisations, foundations, etc.
- Other NGOs when partnering in funding applications

Job requirements

Education

- Education to university degree level preferably but not exclusively in project management, development studies, economics 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 5-year professional experience in the field of grant management or equivalent Essential
- Track record of successful funding applications, ideally with relevant EU grants Essential
- Experience in working in the youth sector Essential
- Previous volunteering engagement in Scouting or other youth organisations Desirable
- Experience of working with volunteers Desirable
- Line management experience 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

Practical skills

- Ability to maintain records effectively and deal with large scale projects and associated budgets Essential
- Capacity to maintain relationships and communication in an international environment Essential

Personal qualities

- Leadership skills, ability to engage colleagues in fundraising work Essential
- 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
- Team spirit Essential
- Problem solving mindset 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 Essential



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 in line with international NGOs standards based on experience
- The position is based in Brussels, Belgium
- The holiday entitlement is 25 days per year plus Belgian public holidays
- Benefits include flexible working hours, annual local transport card, working home from home allowance, complementary health insurance and lunch vouchers.

How to apply

Applications should be submitted to europa@scout.org by Sunday 28 March 2021, 23:59 Brussels time, and should include:

1. a curriculum vitae
2. a cover letter
3. contact information of at least two persons who can provide employment references

The interview will take place online shortly after the deadline. Only shortlisted will be contacted. The WSB is committed to taking due account of equality and diversity, all appointments are made on merit by a fair and open process.