Information Pack for the Role of

Consultant,
NSO Capacity Strengthening

World Scout Bureau Global Support Centre,
Kuala Lumpur, Malaysia

January 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 171 National Scout Organizations in a network of over 54 million members in more than one million local community Scout Groups. Some seven million members are adult 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 one million local Scout Groups follows a similar system of non-formal education suited to the unique aspects of their local community.

The World Organization of the Scout Movement (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 the World Organization. The WSB comprises of approximately 140 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)
- 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)
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 for acting on its behalf between its meetings. Twelve members of the WSC are elected (as voting Members) every three years at the Conference for a maximum consecutive term of six years. The WSC has established six Regions within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee and Support Centre/s. 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 and his role is to promote and safeguard the interests of the Movement. He is the Chief Executive Officer of WOSM and directs its Secretariat, the WSB.

The Chief Operating Officer ensures the overall coordination of Global operations in the World Scout Bureau as well as directs the Executive Office of the Secretary General.

The Global Directors are the leads of each of the four Global core business areas of the WSB: Scouting Development, Organisational Development, Communications and Partnerships, and Corporate Services.

The Regional Directors are the leads of each of the Regional Support Centres around the world, and are responsible for the services delivered to the NSOs in their constituency. 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.
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Reporting to: Director, Membership Services
Location: WSB Global Support Centre, Kuala Lumpur, Malaysia (Remote posting)
Duration: 6 months (February – July 2021) delivered by one or several consultants

Summary
The Consultant(s) Capacity Strengthening will be working during a maternity cover to coordinate Services to National Scout Organizations (NSOs) related to Good Governance and GSAT, WOSM's Quality Standard. They will work closely with our Regional Support Centres and volunteers in the field to ensure a smooth delivery of these Services via digital methods at this challenging time, as well as engage in development work to further strengthen, innovate and expand the support to NSOs in this area by leveraging evolving insights from other international NGOs and relevant partners. We are looking for up to three consultants to deliver on one or all of the 3 areas outlined below

Projects to be covered

1. Coordinate the delivery of Good Governance & GSAT Services to National Scout organizations.
   1a) Delivery of 8 GSAT assessments before August 2021 by
      - Organisation of GSAT assessments, logistics, follow up and initiation of service requests relating to the GSAT.
      - Ensure GSAT data is analysed and made available in easy-to-understand reports to stakeholders in the organisation.
      - Develop regular reports based on GSAT data for relevant stakeholders
   1b) Ensure streamlining and consistency of the GSAT and Good Governance Services as service lead.
      - Contribute to the coordination of staff and volunteer bodies related to NSO capacity strengthening
      - Support Regional staff and volunteers in preparing, delivering and evaluating Services

   Anticipated to be 50% of a full-time post for 6 months (February – July 2021)

2. Financial Management
   - Market the financial management Service area through inspiring communication
   - Identify areas which need development in financial management and deliver a proposal to develop this area further
   - Support the implementation of services in financial management
   - Develop and deliver a training in financial management for consultants delivering services in the field

   25% of a full-time post for 6 months (February – July 2021)

3. Fundraising
   - Launch and lead a global network network on fundraising for NSOs
   - Develop and deliver a training in fundraising for Consultants delivering Services in the field
   - Deliver a proposal to further develop the Fundraising Service further

   25% of a full-time post for 6 months (February – July 2021)
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Requirements
The successful candidate(s) will ideally have a strong background in one of the global youth movements, network or membership organizations (on either national, regional or international level), and a solid understanding of good governance and quality measurements in non-profits. Experience in an international and/or multicultural environments will be considered an asset.

Qualifications and experience
- Educated to Master degree level in the area of business, social sciences or international development or able to demonstrate equivalence through experience.
- At least 3 years of relevant experience working on good governance and/or assessing quality in non-profits would be considered an asset.
- Experience of financial management good practices and fundraising
- Experience in Scouting is valuable but not a prerequisite.

Desired knowledge and skills
- Expert understanding of good governance, financial management and fundraising in non-profit organisations and/or assessing quality and capacity in non-profits
- Good knowledge in collection and analysis of large amounts of data
- Ability to write clear reports and concept papers and able to distil key messages from large amounts of information in English
- Experience of planning and delivering training sessions desirable
- Strong presentation skills both in person and in showcasing complex data in a user-friendly way.
- Experience in working with volunteers is highly desirable
- Demonstrable computer literacy:
  - Microsoft Office expertise in a business environment required
  - Internet in a business environment (online collaborative tools, leveraging social media) required
  - Experience with online survey software (e.g. Qualtrics) desirable
  - Experience with business intelligence and analytics software (e.g. Smartsheets) desirable
- Ability to communicate effectively in English (written/spoken). Literacy in French, Arabic, Spanish or Russian would be considered an asset.

Personal qualities
- Dynamic, open-minded, willing to learn, culturally sensitive
- Efficient, self-motivated, and proactive, with good organizational skills
- Personal commitment to organizational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions.
- Able to build and sustain positive relationships with key stakeholders.
- Flexible approach and able to manage changing agendas and directions
- Able to work under tight deadlines with a problem-solving mentality
- Capable, as a staff member, of working with Scout volunteers at national, regional and world levels.

About the role
- The work will be delivered through virtual means
- Frequent work in evenings and weekends
- No relocation package is included, work will be delivered remotely and so flexibility for time zone differences will be essential.

How to Apply
Applications for the Consultant, NSO Capacity Strengthening are open until Friday, February 12, 2021. To apply please submit your CV and cover letter to jobs@scout.org.