



Information Pack for the Role of **Regional Director, Eurasia Scout Region**

World Scout Bureau Eurasia Support Centre,
Kiev, Ukraine

March 2019



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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 170 National Scout Organizations (NSO) in a network of over 50 million Scouts in more than one 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-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. It comprises of 130 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)



Regional Director, Eurasia Scout Region

Reporting to: WOSM Secretary General
Location: WSB Eurasia Support Centre, Kiev, Ukraine
Duration: Four years

Overall Purpose

To lead the WSB Eurasia Support Centre in order to:

- provide support to NSOs in the Eurasia Scout Region
- support the Eurasia Regional Committee
- support the implementation of WOSM's Strategy for Scouting in the Eurasia Scout Region
- contribute to the fulfilment of the Mission of WOSM

Role description

Responsibilities

Within the framework of WOSM's Strategy for Scouting and the World and regional Triennial Plan:

- assist NSOs in the Eurasia Scout Region
 - to identify their needs particularly in the fields of Youth Programme, adult resources, management, institutional and organisational development, and communications and partnerships
 - ensure the efficient delivery of support services to NSOs through an innovative hands-on approach, increasing capacity at the grassroots level
- encourage, facilitate, and motivate quality and quantity membership growth of NSOs in the Eurasia Scout Region
- ensure and organise appropriate human, material, and financial resources within and beyond WOSM to provide effective support to respond to NSOs' needs
- ensure regular contacts and visits to NSOs in the Eurasia Scout Region and establish a regular and efficient flow of information and communication with and between NSOs in the region and worldwide
- develop relevant regionwide partnerships enabling WOSM to be an agent of positive social change and an influencer of youth policies at national levels
- support NSOs seeking their government's recognition of WOSM and of its aim and objectives as a non-formal educational organisation
- ensure that NSOs in the Eurasia Scout Region are strongly committed to the worldwide unity of the Scout Movement
- develop a close and trusting relationship between the WSB Eurasia Support Centre staff, the Regional Committee Chairperson, and all Regional Committee members
- act as the Secretary to the Regional Committee
- encourage and support the Eurasia Scout Region's effective participation in World Scout Events
- maintain good relationships with the host country of the support centre and its NSO

In consultation with the Secretary General:

- effectively manage the WSB Eurasia Support Centre and contribute to the overall management of the WSB by playing a full and active role as a member of the Senior Management team
- establish, in coordination with the offices of the WSB, objectives and action plans to be submitted to the Eurasia Regional Committee for consultation and agreement
- provide regular reporting, updates, and information on the work of the WSB Eurasia Support Centre to the WSB management, the Eurasia Regional Committee, NSOs in Eurasia, and other support centres
- develop strong links, dialogue, and cooperation with other WOSM regions
- prepare, plan, and organise WOSM constitutional events such as Regional Committee meetings, Regional Conferences as well as other regional events
- ensure proper integration between the work of the WSB Eurasia Support Centre and the WSB global teams
- attend meetings of the WSB and WSC as required
- undertake any other tasks as requested by the Secretary General

For the management of the WSB Eurasia Support Centre:

- establish the WSB Eurasia Support Centre work plan and manage its implementation
- plan and prepare the annual budget and ensure the follow-up of its implementation through rigorous control of income and expenditure
- prepare, supervise, and follow up on the applications of various sources of funding
- ensure that the WSB's approach to risk management is adhered to so that risks are identified and managed effectively
- with the agreement of the Secretary General, ensure effective management of human capital in the WSB Eurasia Support Centre
- define job descriptions of executive staff in cooperation with the WSB management
- support each staff member to identify clearly their responsibilities and objectives as well as complete the annual performance management
- ensure compliance with the WOSM Employees' Handbook and other policies, procedures, and best practices
- maintain good working conditions, adequate facilities, and equipment for executive staff

We are seeking a person who:

- is a senior executive in the fields of education, management, and business development. Advanced post university studies, or other relevant professional qualifications and/or experience is an asset.
- has previous experience working in regional branches or headquarters of international governmental or non-governmental organisations (NGO)
- is keen to engage with a very hands-on approach, including the delivery of extensive training and capacity strengthening missions to NSOs in the region
- has a strong commitment to the development and growth of the Scout Movement
- has an international outlook and embraces diversity
- is sensitive to intercultural differences
- has strong integrity and values aligned with those of the Movement
- female candidates are strongly encouraged to apply

Job requirements

Knowledge

- professional experience in Scouting at national and/or international levels is preferable but not essential
- proven understanding of
 - the educational proposal of Scouting and its delivery at national and grassroots level is essential
 - of good governance as well as developing and deploying support for NSOs
 - budget planning and monitoring
- proven knowledge and understanding of the cultures across the Eurasia Scout Region

Experience

- at least five years of experience in a senior managerial position
- work experience in an NGO or international NGO would be considered an asset
- experience in youth work or non-formal education at national and/or international levels
- experience in delivering training sessions on Scouting's educational proposal as well as NSO capacity strengthening workshops is a definite asset
- experience in organising and managing events
- experience in people management
- experience in coordinating and collaborating with virtual, distributed, and international teams
- experience in working with volunteers

Skills

- ability to work and cooperate within an international and multicultural framework
- leadership style that develops, coaches, and empowers staff with a focus on accountability, innovation, service improvement, and community satisfaction
- high-level strategic and analytical skills
- demonstrated ability to balance multiple tasks and manage teams well
- ability to diplomatically negotiate between different parties to ensure smooth cooperation towards a common goal
- strong ability to communicate effectively in English and Russian. Knowledge of one of the other working languages of WOSM (French, Arabic, or Spanish) will be an asset.
- demonstrable computer skills:
 - a. Microsoft Office expertise, in particular Outlook, Word, PowerPoint, and Excel required
 - b. Internet in a business environment (online collaborative tools, leveraging social media and digital platforms)

Personal qualities/requirements

- Dynamic, trustworthy, team player, and open-minded
- Efficient, self-motivated, and proactive, with good organisational skills
- Professional: displays honesty, integrity, and a strong sense of values and ethics in all actions and decisions
- Emotionally intelligent, able to build and sustain positive relationships with key stakeholders
- Able to work under tight deadlines with a positive and problem-solving mentality
- Willing to frequently travel abroad, including frequent work in the evenings and on weekends

Memberships

The Regional Director for the WSB Eurasia Support Centre is a member of the:

- WSB Senior Management team
- Eurasia Regional Committee, with right of voice

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 four years with an option to extend the contract subject to agreement by both parties.

- The salary paid on a monthly basis will be appropriate to the seniority of this role.
- The position is based in Kiev, Ukraine.
- Contractual hours of work are a minimum of 40 hours per week, Monday through Friday, but additional hours may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work in the evenings and on weekends, when necessary.
- The holiday entitlement is 25 days per annum plus public holidays in the country where the position is based.
- The WSB has a pension plan, education scheme, and a medical plan – full details will be provided upon employment.
- Relocation support will be provided.

How to apply

Applications should be submitted at scout.org/jobs no later than 23:59 Kiev time, on **10 May 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

Applications and enquiries should be emailed to jobs@scout.org.

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