



Information Pack for the Role of Junior Manager, Advocacy and Partnerships

World Scout Bureau

August 2021



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 172 National Scout Organizations (NSOs) in a network of over 57 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.

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 WOSM. It comprises of approximately 130 professional staff, based in nine locations worldwide:

- Belgaum, 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 Support Centre)
- Switzerland, Geneva (Global Support Centre)
- Ukraine, Kiev (Eurasia Support Centre)

Job Description

Position Title:	Junior Manager, Advocacy and Partnerships
Reports to:	Senior Manager, Partnerships and Advocacy
Location:	Envisioned to be based in one of WSB's offices globally but will work remotely during the COVID-19 pandemic
Duration:	1 year

Summary

The Junior Manager, Advocacy and Partnerships is a member of the Business Development Unit (BDU) and will work on a number of the World Scout Bureau's exciting advocacy and partnerships initiatives, including:

- coordination of the Global Youth Mobilization Project within WOSM, advancing our advocacy agenda, and
- giving support to the Bureau's wider partnerships efforts at global and regional level.

As WOSM's Designated Lead for the Global Youth Mobilization, the Junior Manager will hold responsibilities related to the project's implementation within WOSM, including liaising with multiple WSB teams regarding grant disbursement and reporting, advocacy, programme design and communications. The Junior Manager should feel comfortable working through World Scouting's structures to efficiently implement the initiative, keep stakeholders and key partners informed, and make best use of the structures and resources available to achieve the greatest impact. The Junior Manager will represent WOSM with the Project Team and represent WOSM and the initiatives to external stakeholders where necessary.

The Junior Manager will also co-lead implementation of WOSM's advocacy efforts together with WOSM's Youth Representatives and Senior Manager, Partnerships and Advocacy in efforts to raise Scouting's profile and be positioned as a leader in the non-formal education space. The Junior Manager should be able to navigate nuanced relationships, follow policy processes, and understand best how to position Scouting.

The duration of the role will be until December 2022, with the possibility of renewal based on performance and funding availability.

Responsibilities:

Global Youth Mobilization

- Act as WOSM's main focal point and liaison to the GYM's coordination team and designated leads of the Big 6, maintaining relations and ensuring smooth and timely coordination and communication of GYM developments within WOSM.
- Communicate with and activate networks of NSOs to participate in the project, including national activation of campaign content and sharing opportunities engage.
- Support grant management to successful national organisations and monitoring and evaluation, including regular reporting on outcomes and impact.
- Maintain close relationship with the Communications, Business Development and Scouting Development teams to ensure the GYM initiative is well promoted and in a timely manner.
- Proactively support the development of bilateral relations between WOSM and partners of GYM, as well as regional Big 6 relations and networks, and support WOSM's strategic partnerships at global, regional, and national levels.

Advocacy

- Co-implementer of WOSM's advocacy plan and agenda alongside youth representatives and staff, including technical support to WOSM regions on individual regional advocacy strategies
- Technical Support to the Youth Representatives group.
- Coordinate advocacy outreach by organising and participating in conferences, side events, webinars, and meetings with key stakeholders to advance our advocacy agenda.
- Develop talking points for relevant staff and volunteers, and ensure organisation-wide alignment on advocacy briefs and positions.
- Manage relationships with WOSM's advocacy-related network, including GenU, ICMYO, and the Big 6
- Lead capacity development related to advocacy; training for youth representatives, staff, and volunteers.
- Work with the communications team on digital advocacy campaigns and to profile and shape WOSM as a thought leader through articles on various platforms.
- Work closely with M+E Manager on evidence-based reporting.

Non-Formal Education:

- Follow up on actions from the Rio Declaration on Non-Formal Education

Job Requirements

This person is likely to have professional experience in partnerships, advocacy and/or project management, combined with an understanding of Scouting's educational programme as well as WOSM's governance and structures. Experience in an international and/or multicultural environment would be considered an asset.

Qualifications and experience

- At least a Bachelors degree in a relevant field including international relations, business administration, project management.
- At least 2 years of work experience in advocacy, partnerships or project management.
- Experience in external relations and advocacy is an asset.
- Experience in WOSM's global or regional structures as a volunteer, intern or professional is an asset.

Desired knowledge and skills

- Ability to work and co-operate within an international and multicultural framework.
- Experience working well independently and remotely in a virtual team is a definite asset.
- Demonstrated ability to manage medium to large projects with multiple partners and stakeholders.
- Ability to facilitate group discussions and workshops, and to solicit feedback from various management levels.
- Knowledge of best practices in programme management and implementation.
- Proficient in time and budget management to make sure the project objectives are achieved as efficiently as possible.
- Ability to efficiently adapt co-created initiatives into a Scouting context.
- Ability to communicate well, including with project stakeholders and external stakeholders.
- Strong training development and delivery experience for all management levels
- Experience in using project management software, such as SmartSheets.
- Ability to diplomatically negotiate between different parties to ensure smooth cooperation towards a common goal.
- Ability to communicate fluently in English, both oral and written. Literacy in French, Arabic, Spanish or Russian would be considered an asset.

Personal qualities

- Able to work under tight deadlines with a problem-solver mentality.
- Efficient, self-motivated, and proactive, with good organizational skills.
- Emotionally intelligent, able to build and sustain positive relationships with key stakeholders.
- Dynamic, creative, open-minded, willing to learn, culturally sensitive.
- Personal commitment to organizational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions.

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 one year with the possibility of renewal based on performance and funding availability.

- The salary paid on a monthly basis will be appropriate to the seniority of the role.
- 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.

The offer of appointment will be subject to:

- 3 satisfactory references.
- Verification of relevant qualifications.
- Confirmation of eligibility to work in Kuala Lumpur (or the ability to obtain the appropriate work permits, at the WSB's expense).
- Satisfactory completion of the probation period (3 months).

How to Apply

Applications should be submitted no later than 23:59 Kuala Lumpur time (GMT+8) on **Friday, September 3, 2021** 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. Your particular interest and motivation in applying for this role in Kuala Lumpur should also be outlined.
3. Contact information of at least two people who can provide employment references.

Applications and inquiries should be sent by e-mail to jobs@scout.org.

Ideally, the Junior Manager, Advocacy and Partnerships will start no later than **1 October 2021**.

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