Information Pack for the Role of
Manager, Humanitarian Action and Peace Education

World Scout Bureau, Global Support Centre, Kuala Lumpur, Malaysia

December 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 172 National Scout Organizations (NSOs) in a network of over 57 million members in more than one million local community Scout groups. Some five 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:

- Belgium, 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: Manager, Humanitarian Action and Peace Education
Reports to: Director, World Educational Initiatives
Location: World Scout Bureau Global Support Centre in Kuala Lumpur, Malaysia
Duration: 3-year contract, renewable

Summary

The Manager, Humanitarian Action and Peace Education will work as part of WOSM’s global team for Scouting Development to support the areas of Humanitarian Action and Peace Education. The role will also support the conceptualisation, development, implementation, monitoring and evaluation of WOSM’s educational offerings under the Better World Framework and Scouts for SDGs mobilisation for National Scout Organizations (NSOs) and young people.

The Manager, Humanitarian Action and Peace Education will manage projects and tasks related to WOSM’s Humanitarian Action and Peace Education areas, including the development of funding proposals, reporting back to donors and partners, and leading communications to ensure an efficient promotion and implementation of peace and humanitarian projects and initiatives.

Responsibilities:

Humanitarian Action support

- Support WOSM’s Regions and NSOs to strengthen their capacity in the area of humanitarian action. This will include but not limited to:
  - Maintain the WOSM Service on Humanitarian Action.
  - Support WOSM Consultants in the area of Humanitarian Action consultants to deliver services and support to NSOs.
  - Organise training events and capacity strengthening workshops for NSOs in collaboration with Regional staff and volunteers.
  - Support the system-wide preparedness and technical capacity of NSOs to respond to humanitarian crises and emergencies.
- Support the management of projects that aim to introduce Scouting’s Youth Programme to refugees and internally displaced peoples.
- Manage outreach and support to NSOs in the case of disasters, emergencies or humanitarian crises, including helping NSOs to prepare for and respond to these situations by strengthening their capacity and developing educational proposals.
- Facilitate the Humanitarian Action network and exchange of good practices across the Scout Movement, together with stakeholders involved in the response and recovery.
- Coordinate with relevant World Scout Bureau teams to WOSM’s collaboration with the UN Office for Coordination of Humanitarian Affairs (UN OCHA).

Messengers of Peace initiative development and management

- Coordinate and manage Scouting’s Messengers of Peace initiative and educational challenges with partners under the peace and community engagement thematic area of the Better World Framework. Tasks here include:
  - In collaboration with the relevant World Scout Bureau teams and WOSM volunteers, develop Messengers of Peace educational resources, including guidelines, references materials, implementation manuals, action kits, e-learning courses, website content and capacity strengthening materials.
  - Coordinate and manage the implementation of the Messengers of Peace initiative and its educational Challenges together with partners.
  - Manage relationships and partnerships with relevant partners and donors, setting out annual work plans and jointly aligning on expectations.
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- Support the development of communications, storytelling, social media content and campaigns related to Messengers of Peace and its Challenges.
- Manage the Messengers of Peace network and representatives across Regions.
- Support the development and updating of website content for Scout.org and the Scouts for SDGs hub.
- Support the integration of the Messengers of Peace initiative into a new digital educational platform.
- Support the WOSM Service support area related to Messengers of Peace, including working with WOSM Consultants to provide services and support to NSOs.
- Support the coordination and involvement of staff and volunteer teams in the Messengers of Peace initiative and its educational Challenges.

Other tasks in the areas of Humanitarian Action and Peace Education

- In collaboration with the relevant World Scout Bureau teams, support the development of funding proposals for potential grants in the areas of Humanitarian Action and Peace Education.
- Coordinate the involvement and manage relationship with internal and external stakeholders, partners, as well as existing and potential donors in the areas of Humanitarian Action and Peace Education.
- Develop action plans and provide monitoring and evaluation reports to donors and partners in the areas of Humanitarian Action and Peace Education.
- Support Regional teams and engagement of volunteers in the areas of Humanitarian Action and Peace Education.

Job Requirements

The successful candidate will have professional experience in the areas of Humanitarian Action and Peace Education in an international NGO or non-formal education context. He or she will have a good understanding of the global volunteering context and associated trends (demographic, cultural, technological) and can show past experience in managing projects and facilitating training modules in these areas. Experience in Scouting at grassroots as well as at national level will be considered an asset.

Professional Experience

- At least 3 years of professional work experience in areas related to peace education, education for sustainable development, humanitarian action, international development, youth development or community-based action with young people.
- Professional experience in project management and use of digital project management tools such as SmartSheet.
- Experience in developing and adapting educational curriculums and content for youth development, non-formal education and education for sustainable development.
- Experience in managing relationships and engagement with partners and donors.
- Experience writing and submitting funding proposals and monitoring and evaluation reports to donors and partners.
- Experience in communications, storytelling and content creation related to educational programmes.
- Experience in the delivery of learning paths to young people is an asset.

 Desired knowledge and skills

- Ability to work and co-operate within an international and multicultural organisation.
- Ability to facilitate discovery workshops and focus group discussions to solicit feedback.
- Facilitation and presentation skills to deliver workshops and trainings.
- Knowledge of project management approaches, tools and agile methods.
- Proficient in time and budget management to ensure projects are delivered on time and budget.
Strong digital literacy with knowledge of Microsoft Office suite, Dropbox, Zoom Slack, and other digital collaboration tools.

Strong writing skills and storytelling to develop funding proposals and communications materials.

Ability to communicate well both written and orally, including with internal and external stakeholders and suppliers.

Ability to communicate fluently in English, both oral and written. Literacy in French, Arabic, Spanish or Russian would be considered an asset.

Personal qualities

- Dynamic, open-minded, willing to learn and onboard and drive change
- Ability to work as a team player together with a culturally diverse worldwide team of staff and volunteers
- Self-motivated with a strong sense of initiative
- Able to work under tight deadlines with a problem-solving mentality
- Strong organisational skills, accurate and proactive
- Interested in working for a value driven organization, displays honesty, integrity and a strong sense of ethics in all actions and decisions
- Emotionally intelligent, able to build and sustain positive relationships with key stakeholders
- Willing to travel abroad from time to time, including occasional work in evenings and weekends

Summary of Employment

Terms and Conditions

The World Scout Bureau 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.

- The salary paid on a monthly basis will be appropriate to the seniority of the role.
- The position is based in Kuala Lumpur, Malaysia. Initial period of appointment can be remote given the complexity of international travel due to the pandemic.
- 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 World Scout Bureau 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, January 9, 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 Manager, Humanitarian Action and Peace Education will start 15 February 2022. Immediate availability is an asset.

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