



Information Pack for the Role of

Intern, Constitutional and Legal Support

World Scout Bureau Global Support Centre,
Kuala Lumpur, Malaysia

August 2019



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 170 National Scout Organizations (NSOs) 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 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)

INTERN, CONSTITUTIONAL AND LEGAL SUPPORT

Reporting to: Senior Manager, Constitutions and Legal GRC and Chief Risk Management Officer
Location: WSB Global Support Centre, Kuala Lumpur
Duration: 12 months

Role description

The Intern, Constitutional and Legal Support, is a member of the Organisational Development team within the WSB Global Support Centre, Kuala Lumpur, reporting to the Senior Manager, Constitutions and Legal GRC and Chief Risk Management Officer.

The person filling this position will be providing support to expand the WSB's organisational compliance functions, aid in legal and risk management processes, and institutional procedures associated with the World Scout Conference. Additionally, the person may also support the Organisational Development team in other areas related to good governance.

Responsibilities

- Provide clerical support to constitutional matters and to the Constitutions Committee
- Prepare discussion points and outcomes of the Constitutions Committee
- Carry out research on NSO Constitutions and update constitutions database
- Provide recommendations to ensure compliance with policies and procedures
- Assess ethical and legal matters and provide recommendations, paving the way to resolution
- Contribute to the production of institutional publications
- Contribute to the development of a compliance programme
- Provide research support and recommendations on legal matters
- Organise active and historical legal records
- Provide support on updating risk register and liaise with colleagues on risk matters
- Identify and assess potential crisis situations and recommend viable solutions
- Provide support to the Organisational Development team in the area of good governance
- Liaise with other WSB staff as required from time to time

JOB REQUIREMENTS

Qualifications and experience

- Undergraduate/graduate degree, either completed or pursuing a university or graduate degree in legal, paralegal, risk management, or corporate compliance field; equivalence through experience is also acceptable
- Scouting experience on national and/or international level is advantageous
- Experience in working with volunteers

Knowledge and skills

- Previous experience or strong interest in constitutional and institutional matters in a non-governmental context
- Strong interest in compliance procedures as well as legal processes and risk management
- Capable of processing large amounts of data (policies, reports, minutes, etc.) to identify key information
- Keen attention to detail with strong written and oral communication skills and a high degree of accountability, integrity, and creativity
- Proven capability of working with and safeguarding of confidential information
- Ability to work and cooperate within an international and multicultural framework
- Ability to communicate effectively in English; literacy in French, Arabic, Spanish, or Russian would be considered a definite asset
- Demonstrable computer literacy:
 - Microsoft Office expertise (Outlook, Word, Excel, and PowerPoint)
 - Internet in a business environment (online collaborative tools, leveraging social media)

Personal qualities

- Dynamic, trustworthy, creative, and open-minded
- Capable of working with Scout volunteers at national, regional, and global levels
- Accuracy and attention to details
- Capable of meeting tight deadlines and short time frames
- Work during evenings and/or weekends when necessary

Summary of employment

Terms and conditions

The WSB offers a range of tangible and intangible working benefits.

- This role is a full time intern position with a 12 months contract.
- The WSB will cover the following expenses (if applicable):
 - Economy class return flight from home country to Kuala Lumpur, Malaysia
 - Visa processing costs (if applicable)
 - Accommodation in Kuala Lumpur, Malaysia, during the internship (if applicable, shared apartment with other interns)
 - Stipend to cover meals and incidentals
 - Local health insurance
- This role is based in Kuala Lumpur, Malaysia.
- Contractual hours of work are 40 hours per week, Monday to Friday. However, additional time 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 during the evenings and on weekends when necessary, for which reasonable time off in lieu may be given.
- The intern will be entitled for ten days of leave per annum plus public holidays in the country where the position is based.

The offer of appointment will be subject to:

- two satisfactory references
- verification of relevant qualifications
- confirmation of eligibility to work in Kuala Lumpur

HOW TO APPLY

Applications should be submitted to jobs@scout.org no later than 23:59 Malaysian time (GMT+8) on **20 September 2019** and should include:

- a curriculum vitae with full details of education and career history
- 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.
- contact information of at least two people who can provide employment references

All enquiries should be emailed to jobs@scout.org.

Ideally, the Intern, Constitutional and Legal Support, should be on board as soon as possible or by **15 November 2019**.

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