



Information Pack for the Role of **Intern, Partnerships and Advocacy**

World Scout Bureau Global Support Centre,
Kuala Lumpur, Malaysia

October 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 organization 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 in a network of over 50 million members in more than 1 million local community Scout Groups. Some 7 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 1 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 organization, 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 Bureau comprises of approximately 120 professional staff, based in 8 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)

Organizational 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 World Scout Committee 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 World Scout Bureau.

The **Global Directors** are the leads of each of the four worldwide core business areas of the World Scout Bureau: Scouting Development, Organisational Development, Communications & 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 National Scout Organizations 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.

Job Description

Position Title:	Intern, Partnerships and Advocacy
Responsible to:	Senior Manager, Partnerships and Advocacy
Location:	World Scout Bureau Global Support Centre, Kuala Lumpur
Duration:	6 months

Role description

The Intern, Partnerships and Advocacy supports the management of relationships with key stakeholders and partners of the World Organization of the Scout Movement (WOSM), reporting to the Senior Manager, Partnerships and Advocacy.

The World Scout Movement's key stakeholders cover a range of philanthropic foundations, United Nations agencies, and international non-governmental organizations (INGOs) working in the fields of youth development, environmental action and non-formal education. She/he will also support research and development of potential new partners and fundraising sources while expanding WOSM's presence and influence through activities related to advocacy and external representation.

Responsibilities

- Support the day-to-day management of key partnerships, through supporting regular coordination calls and monitoring and evaluating partnerships with an eye to continuous improvement;
- Support the development of resources, standard operating procedures and guidelines related to partnerships, fundraising and advocacy for WSB and National Scout Organizations;
- Contribute to developing a series of position papers for advocacy at the global and regional levels;
- Support the involvement of partners in World Events including the World Scout Conference, JOTA-JOTI, and other key regional events by writing and distributing invitation letters and working with partners to develop their engagement
- Support the promotion of key requirements of partnerships towards internal stakeholders and other WSB colleagues, through e-learning courses, pitch presentations, and training materials, including through new WOSM products, such as the Intranet and WOSM Service Platform;
- Support the engagement of Scouts in international events by keeping a mapping of upcoming events and advocacy opportunities for WOSM Youth Representatives to represent World Scouting externally, in collaboration with the Advocacy and Partnerships Unit Lead.
- Research events and advocacy opportunities to increase Scouting's presence and influence at international events that are relevant to World Scouting's scope of work;
- Research potential partnerships and fundraising opportunities for WOSM World Programmes and other initiatives.

Job Requirements

Qualifications and experience

- Graduate/ Undergraduate degree/ classes that include international relations, development studies, public policy, administration, business, communications, or equivalent in experience and non-formal education.
- Experience with advocacy and partnerships work at a national, regional, or global level for non-profits or international organizations
- Scouting experience on a national and/or international level is desirable.
- Experience in an international and/or multicultural environment would be considered an asset.

Knowledge and skills

- Ability to effectively tailor and communicate key messages and present concepts and ideas to internal and external audiences
- Interest in developing and reviewing partnership packages, funding proposals, Memorandums of Understanding, and similar operating frameworks
- Demonstrated ability to balance multiple tasks and work well independently and collaboratively
- Ability to diplomatically negotiate between different parties to ensure smooth cooperation towards a common goal
- Ability to work and co-operate within an international and multi-cultural framework

Personal qualities

- Extroverted personality, capable of making connections and building relationships easily
- Culturally sensitive and capable of communicating with individuals from different cultural and social backgrounds
- Dynamic, open-minded, willing to learn and improve, and capable of receiving constructive criticism
- 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
- Capable of resolving conflicts in a swift and respectful manner
- Emotionally intelligent, able to build and sustain positive relationships with key stakeholders
- Able to work under tight deadlines with a problem-solving mentality

Summary of Employment Terms and Conditions

The World Scout Bureau offers a range of tangible and intangible working benefits.

- This role is a full time intern position with a 6 months contract.
- The World Scout Bureau 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. 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 10 days per annum prorated to the duration of the contract. 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 **17 November 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 people who can provide employment references.

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

Timetable

Ideally, the Intern, Partnerships and Advocacy will be operation as soon as possible or by **15th January 2020**.

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