



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

World Scout Bureau Europe Support Centre,  
Geneva, Switzerland

November 2018



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Creating a Better World

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## 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 169 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, European Scout Region

<b>Reporting to:</b>	WOSM Secretary General
<b>Location:</b>	World Scout Bureau Europe Support Centre, Geneva, Switzerland
<b>Duration:</b>	Four years

### Overall Purpose

To lead the WSB Europe Support Centre in order to:

- provide support to NSOs in Europe
- support the European Regional Committee
- support the implementation of WOSM's Strategy for Scouting in Europe
- contribute to the fulfillment the Mission of WOSM

### Role description

### Responsibilities

Within the framework of the WOSM World level Triennial Plan and the Regional Development Plan:

- assist NSOs in the European Scout Region to identify their needs particularly in the fields of Youth Programme, adult resources, management, institutional and organisational development, and communications and partnerships
- encourage, facilitate, and motivate quality and quantity membership growth in NSOs in the European Scout Region
- ensure and organise appropriate human, material, and financial resources within and outside WOSM to provide effective support to respond to NSOs' needs
- ensure regular contacts and visits to NSOs in the European Scout Region and establish a regular and efficient flow of information and communication with and between NSOs in the Region and worldwide
- maintain and further develop the strong partnerships WOSM has initiated as an agent of positive social change and being able to influence youth policies at Regional and national levels
- promote WOSM among other educational agencies in Europe as a reliable partner in the field of youth work and non-formal education
- 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 European Scout Region are strongly committed to the worldwide unity of the Scout Movement
- develop a close and trusting relationship between the staff of WSB Europe Support Centre, the Chairperson of the Regional Committee, and all Regional Committee members
- act as the Secretary to the Regional Committee
- encourage and support the European Scout Region's effective participation in World Scout Events
- maintain good relationships with the host country of the Support Centre and its NSOs

In consultation with the Secretary General:

- effectively manage the WSB Europe 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 WSB Support Centres, objectives and action plans to be submitted to the Europe Regional Committee for consultation and agreement
- provide regular reporting, updates, and information on the work of the WSB Europe Support Centre to the WSB management, the Europe Regional Committee, NSOs in Europe, and other Support Centres
- develop strong links, dialogue, and cooperation with the other WOSM Regions
- prepare, plan, and organise WOSM constitutional events such as Regional Committee meetings, as well as other Regional events

- ensure proper integration between the work of Europe Support Centre and the WSB Global Teams
- liaise with the World Association of Girl Guides and Girl Scouts' (WAGGGS) Head of the European Scout Region and provide support to joint activities
- attend meetings of the WSB and World Scout Committee as required
- undertake any other tasks as requested by the Secretary General

For the management of the WSB Europe Support Centre:

- establish the European Scout Region's 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 applications of various sources of funding
- maintain the relationship with the managers of key donors of the European Scout Region
- 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 Europe Support Centre
- define the job descriptions of executive staff in cooperation with the WSB management
- support each staff member to identify clearly their responsibilities, objectives and perform 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 in Regional branches or headquarters of international governmental or non-governmental organisations (NGOs)
- 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
- of good governance, and in developing and managing support for NSOs
- in budget planning and monitoring
- understanding of the cultures across the European Scout Region
- of the importance of advocacy, partnerships, and fundraising

### Experience

- at least five years 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 organising and managing events
- experience in people management
- experience in coordinating 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 of 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. Knowledge of French and/or one of the other working languages of WOSM (Arabic, Spanish or Russian) 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 evenings and weekends

## Memberships

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

- WSB Senior Management Team
- European Regional Committee, with right of voice
- European Steering Group
- Board of the European Scout Foundation

## 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 Geneva, Switzerland.
- 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 during 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 and enquiries should be submitted at [jobs@scout.org](mailto:jobs@scout.org), no later than 23:59 Geneva time, on **15 January 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.

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