Information pack for the role of

**Project and Field Development Officer**
(short-term contract, consultant)

National Association of Scouts of Moldova
(supported by World Scout Bureau Eurasia Support Centre)

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 and fun 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 54 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 120 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)
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. This volunteer committee is responsible for the implementation of the resolutions of the World Scout Conference and acts on its behalf between its meetings. Every three years, 12 members of the WSC are elected (as voting Members) for a maximum consecutive term of six years at the World Scout Conference. The WSC has established six Scout Regions within WOSM, each comprising the NSO members within a geographical area. Each Region has a Regional Scout Conference, Committee, and Support Centre. 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 WSC 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 WSB.

The **Global Directors** are the leads of each of the four worldwide core business areas of the WSB: Scouting Development, Organisational Development, Communications and Strategic 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 NSOs in their constituency. All 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.

**World Scout Bureau’s Values**

All staff members and consultants serving in the World Scout Bureau are required to embody these values in their professional roles: service, transparency, accountability, results-orientated, respect, trust, and integrity.
Scouting in the Republic of Moldova

The public association National Association of Scouts of Moldova (ANSM) is a non-governmental, non-political, non-profit educational movement of young people and children, established by the free will of the associated persons, in order to achieve jointly the aims of the association, based on volunteering, open to citizens of the Republic of Moldova, regardless of race, creed, nationality, sex, according to the principles and method developed by the founder of the Scout Movement, Robert Baden-Powell.

Abbreviated name: Public Association A.N.S.M. The National Scout Association of Moldova was registered with the Ministry of Justice in 1994.

The main purpose of A.N.S.M. is to contribute to the development of young people, helping them to realise their full physical, intellectual, social and spiritual potential as good citizens and as members of local, national and international communities.

In order to implement the educational objectives A.N.S.M. carries out the following activity:
- programs of physical, social, scientific, ecological, spiritual, tourist, and charitable nature for children and youth;
- camps, training and instruction courses, seminars, internships, conferences for scouts and their leaders;
- develops and publishes informational and methodical materials in the fields of our activity;
- organises the training of Scout leaders and assists them in exchanging experience with other Scout Associations;
- informs the public about the work of the Association;

The governing bodies of the Association A.N.S.M.
- National Conference;
- National Council;
- Executive Bureau;
- Censorship Committee.
Project & Field Development Officer

Reports to: The National Scout Association of Moldova (NSAM), and the WSB Eurasia Support Centre
Duration: 12-months, consultancy
Location: Moldova (Chișinău, Bălți or other)

Role description

The Project and Field Development Officer will support the development and growth of ANSM. Providing direct support and assistance to Youth Programme at local level through the development, training and growth of local Scout Groups, and in the set-up and support of new Scout Groups, to enable more young people to experience Scouting, in line with the principles proposed by WOSM.

This role involves travel, initially this will be local travel, concentrating on supporting Scout Groups who operate locally, and where there is a possibility to set-up new Scout Groups by recruiting volunteers and helping them find the resources they need. Building strong cohesive networks is a critical part of this role. Relationships need to be both maintained and grown with current and future adult members of the NSO, and key stakeholders within local and national communities and at government level.

Responsibilities

Supporting membership retention in a changing reality:

- Foster a positive and supportive environment, while supporting the development of current local groups and units, through direct and indirect contact with their leaders and with their Group Council.
- Share details of the Adults in Scouting lifecycle.
- Assist the National Youth Programme team in the implementation of ANSM’s Youth Programme in local Scout Groups and units.
- Guide local unit leaders to use the tools provided by the NSO, and to adapt online resources to achieve their goals in the area of Youth Programme.
- Assist local Scout Groups and units to develop a wider strategic vision and roadmap for their future, building on the opportunities of the changed reality.
- Foster effective working relationships with a range of stakeholders to ensure Scouting is proactively open to all, and activities are inclusive for all youth and leaders
- Foster an inclusive, proactive and positive culture around recruitment and support of new members in Scouting.

Prioritise growth of new local groups and units.

- Support the NSO to organise membership recruitment campaigns, and provide practical support in recruitment and onboarding of new leaders, with the assistance of the National Board of ANSM and the WSB ESC.
- Provide practical support at local level leaders for the set-up of new local groups and units, providing direct assistance during their first 6-8 weeks of operation, and cover any gaps in the mentoring system operated through the WB2 training network.
• Ensure that all new Leaders are fully trained and informed on the fundamentals of Scouting, including the practical implementation of the Scout Method, and the skills needed to run a weekly Scout meeting.
• Ensure all leaders attend Safe from Harm training before becoming active leaders of NSAM.
• Facilitate leaders locally to have an inclusive, proactive and positive approach to advertising Scouting to young people in various local communities.
• Actively recruit and orient Scout Group leaders to support unit leaders and programme delivery.

Young People at the Centre
• Guide new adults to complete Scouting Fundamentals training and Wood Badge training, to ensure a child centred approach to leadership.
• Support local unit Leaders through programme planning and an introduction to the NSO’s new Youth Programme.
• Ensure that “safe from harm” practices are accessible and front of mind at all times and in all facets including our Code of Conduct, Duty of Care, Child & Youth Protection Policy and Health & Safety Policies.
• Promote the use of the Youth Programme self-assessment tool in the NSO.

Supporting NSOs in their new financial reality
• Strengthen the capacity of the local group to be financially self sufficient, through lean practices, the support of NSAM at national level, and increased knowledge of grant applications and funding sources.

Strengthening Scouting’s role and impact as a key actor in local communities
• Assist local Scout Group leaders to cultivate relationships with relevant stakeholders including schools and government departments, to ensure a greater understanding of Scouting’s values, structure and non-formal education methods, highlighting the value to the community.
• Share best practices of positive community engagement with Scout units at local level.

Connecting the Movement
• Support all adults in Scouting to operate with Scouting’s Mission and values as a guiding force.
• Together with the WSB Eurasia Support Centre, and other Field Development Officers in the region, contribute to the advance of WOSM practices in the area of Youth Programme and Adults in Scouting, providing support at Eurasia Regional level where appropriate.
• Encourage the use of WOSM services where appropriate.
• Connect NSAM with other NSOs in the Region, and the world, through the Eurasia Support Centre, for the purpose of expanding the Youth Programme and Adults in Scouting services.

Long term focus and core business continuation
• Provide updates to Scout Group Leaders on how to support quality, relevant programme to young people as this is the core business of Scouting.
• Provide assistance and leadership in the set-up of Scout Group, and District councils and fora, for the various age sections, to support better youth programme.
• Ensure the safety and wellbeing of all adults and young people in scouting through adherence to relevant NSAM policies.
• Contribute to the development of a strategic vision for the future of NSAM, and an operational plan to ensure achievement.
• Support the set up the governance structures necessary for Scouting to fulfil its legal and administrative duties, share best practices with Group Leaders, and provide necessary support, enabling the local unit leaders to focus on the delivery of youth programme.
• Undertake other tasks as agreed with and by the WSB ESC and NSAM.

Job Requirements
Qualifications and experience
• University degree with specialisation in education, sociology or psychology, sales and marketing or comparable training and experience
• Experience in working/volunteering with remote teams
• Experience of Scouting or youth-work.

Knowledge and skills
• Good communication and interpersonal skills
• Knowledge of project management
• Strong leadership and mentoring qualities
• Experience of working in the volunteer sector
• Knowledge and understanding of Scouting or youthwork
• Experience of running Scout meetings is an advantage
• Fluent Romanian speaker. Competent oral and written capacity in Russian or English as an additional language.
• Demonstrable computer skills:
  o Microsoft Office expertise particular in Outlook, Word, PowerPoint, and Excel
  o Internet in a business environment – online collaborative tools, social media and digital platforms

Personal Qualities
• Sociable, extraverted, and good communicator
• Autonomous, reliable, and hard worker
• Creative, imaginative, and resourceful
• Able to lead a project, and work as a team player
• Ability to work under tight deadlines
• An active listener, with a genuine interest in others
• Can take direction from a volunteer
• Highly positive in attitude and a forward-thinker
• Acceptance of and portraying Scouting values

Practical considerations:
• The role will involve travel and access to a car is a requirement.
• Travel expenses are reimbursed in line with the Expenses policy of NSAM.
• The successful applicant must be willing to work evenings and weekends where necessary (compensatory leave will be provided).
• The Project and Field Development Officer’s reporting is updated weekly including details of time allocations, priorities and challenges, and achievements on tasks and projects.

Summary of employment terms and conditions
• This role is a full-time position with a one-year contract
• Probation period is 60 days, including an induction period, which will include some travel.
• This role reports jointly to:
  o National Scout Association of Moldova: Vasile Godoroja
  o World Scout Bureau Eurasia Support Centre: Mary Nugent
• Contractual hours of work are 40 hours per week, (the day and time will be dictated by current projects and those in the local or district groups being supported at any given time.
• Leave entitlement is in accordance with the Labour Code of the Republic of Moldova and current legislation.

The offer of appointment will be subject to:
• Two satisfactory references
• Verification of relevant qualifications
How to Apply

Applications should be submitted to tsmykovska@scout.org no later than 23:59 Kiev time on 16 January 2022 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, 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 mary.nugent@scout.org

Timetable

First round interviews will be tentatively held on 18.01.22
Second round interviews will be tentatively held on 20.01.22
Ideally the Project & Field Development Officer would start this role in early January 2022.