



# Information Pack for the Role of Project Manager - Child Protection Compliance & Capacity Strengthening

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

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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 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 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)

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## Organisational Structure

The **World Scout Conference** is the governing body, the "general assembly" of Scouting, and is composed of all 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 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.

## Child and Youth Protection in Scouting

Child protection in Scouting - [Safe from Harm](#) - encompasses all areas of child and youth protection work, and includes a full range of strategies, systems and procedures that aim to ensure that the well-being, development and safety of children and young people is a priority in all Scouting-related activities. For National Scout Organizations (NSOs), the implementation of the World Safe from Harm Policy requires putting in place a systematic approach to prevent and react to situations that may affect the well-being, development and safety of children and young people. This includes training, resources and tailored support, as well as the implementation of internal safeguarding procedures in all activities on the World and Regional levels.

World Scouting is consistently increasing the support to its members in working with child protection to ensure all children, young people and adults are safe in Scouting. The World Scout Conference in 2021 has decided to take further steps by requesting the creation of a mechanism to track and monitor the compliance of NSOs in the area of keeping members Safe from Harm. The Child and Youth Protection Consultant will co-lead a team of volunteers and will be responsible for **assessing and developing the compliance mechanism** and, with the information it will yield, **coordinate national capacity strengthening initiatives** in this area to improve Safe from Harm compliance. The role will also explore measures around how World Scouting will **enforce** the highest ethical and safeguarding standards throughout the Movement.

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## Project Manager, Child Protection Compliance & Capacity Strengthening – Role and Responsibilities

**Reports to:** Global Director, Organisational Development

**Duration:** Full-time position

**Location:** World Scout Bureau Global Support Centre, Kuala Lumpur, Malaysia

### Responsibilities

- Co-lead a team of volunteers and staff to develop, test and rollout a monitoring mechanism to evaluate the compliance of National Scout Organizations (NSOs) with the protection standards of WOSM, namely the World Safe from Harm Policy. This mechanism will identify gaps in the establishment of functional child protection, adult safeguarding and feedback mechanism structures and help identify the necessary actions to be taken by NSOs to strengthen compliance.
- Collect inputs and best practices from internal and external stakeholders and partners working with safeguarding and child protection, as well as alignment with WOSM's [Quality Standard \(GSAT\) assessment principles](#).
- Test and pilot the mechanism, guidelines and tools with NSOs.
- Ensure digital tools are available to support the compliance mechanism.
- Provide capacity building and training for WOSM staff and volunteers (WOSM Consultants) to provide technical support to NSOs in the development and implementation of national compliance mechanisms.
- Identify gaps in child protection and adult safeguarding through the compliance mechanisms for NSOs and propose plans to strengthen compliance in collaboration with other staff and volunteers in the working area.
- Coordinate with the World Scout Bureau's Regional Support Centres capacity strengthening initiatives for NSOs to strengthen the Safe from Harm compliance.
- Prepare regular reports as well as other documentation related to child protection initiatives.

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## Job requirements

### Qualifications and experience

- Relevant degree in the social sciences, international development, auditing, monitoring and evaluation or able to demonstrate equivalence through experience.
- At least 2 years of experience implementing compliance mechanisms and conducting investigations in areas of ethical sensitivity such as safeguarding of children, child labour, corruption or human rights violation etc.
- Experience creating and implementing systems for tracking information such as compliance, audits and/or assessments.
- Experience working on good governance and/or assessing compliance or quality in non-profits would be considered an asset.
- An ability to work strategically across multicultural teams with the ability to build rapport and communicate effectively across multiple country contexts.
- Proven record of delivery in complex projects with a transversal scope including several other work areas, multiple stakeholders or a large change management scope.
- Experience creating online or digital assessment tools is considered an asset
- Experience in change management and cultural change is an asset.
- Professional experience of working in a volunteer organisation and collaborating directly with volunteers, Scouting experience is considered an asset.

### Knowledge and skills

- Analytical and able to provide insights based on data.
- Ability to lead projects and inspire both volunteer and staff within the project teams.
- Ability to work with volunteers in a multicultural setting.
- Proficient in time and budget management to make sure the projects deliverables are achieved.
- Ability to communicate well both written and orally, including with project stakeholders and external audiences.
- Knowledge and experience designing learning and support resources for multiple audiences is an asset.
- Ability to communicate fluently in English, both oral and written. Literacy in French, Arabic, Spanish or Russian would be considered an asset.

### Personal Qualities

- Efficient, self-motivated, self-led and proactive with good organisational skills.
- Able to work under tight deadlines with a problem-solver mentality.
- Emotionally intelligent, able to build and sustain positive relationships with key stakeholders.
- Dynamic, open-minded, receptive to change, willing to learn, culturally sensitive.
- Personal commitment to organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions.
- Thrives in high pressure and changing work environments and able to prioritise tasks.
- Immediate availability is an asset.

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## Summary of employment terms and conditions

The World Scout Bureau (WSB) offers a range of tangible and intangible working benefits. This is a full-time position with a contract of 3 years with an option to extend the contract subject to funding availability and agreement by both parties.

- The salary paid on a monthly basis will be appropriate to the role.
- The position is preferably based in the Global Support Centre in Kuala Lumpur, Malaysia although a remote working location can be considered in discussion between WSB and the preferred candidate.
- 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 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

### Application process

Applications should be submitted to [jobs@scout.org](mailto:jobs@scout.org) no later than 23:59 GMT time on **7 November 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 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 applications should be also be emailed to [karin.nolke@scout.org](mailto:karin.nolke@scout.org).

### Timeline

Ideally the project manager should assume her/his role as soon as possible.

### Additional notes

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