Information Pack for the Role of
Project Manager,
Digital Education Platform

World Scout Bureau Global Support Centre,
Kuala Lumpur, Malaysia

March 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 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 171 National Scout Organizations (NSO) in a network of over 54 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)
Introduction to the project

**Scouting** is a global youth movement engaging 54 million young people through non-formal education opportunities that enable them to build skills for life and develop to their full potential. For more than 100 years, Scouting has offered educational programmes and activities through its core **Youth Programme** and using the **Scout Method** to support the growth and development of young people.

Currently, the World Organization of the Scout Movement (WOSM) is redesigning a set of 4 Educational Initiatives which complement Scouting’s Youth Programme and focus specifically on the topics of peace-building, environmental action, health and well-being, and skills for life. The first of those **Earth Tribe**, was launched last year and includes **implementation manuals** for National Scout Organizations and “Challenges” (**Tide Turners Plastic Challenge**, **Champions for Nature Challenge**, **Scouts go Solar Challenge**) for young people to learn about the environment and take action through community service projects to improve the sustainability of our planet. The second one (peace-building) will be launched in the course of 2021 with the others to follow in the years after.

WOSM wishes to bring those Educational Initiatives together on an **innovative digital platform (“Digital Education Platform”)**, aimed at engaging young people and local leaders to use them at activities at the grass-roots level inside and outside Scouting, as well as provide an enriching digital experience layer through a gamified experience on the platform and app.

While in-person Scouting by its nature is already gamified (young people can earn badges and recognition as part of personal progression and our symbolic framework throughout the Youth Programme) we see an opportunity to adapt this in-person user experience and learning journey for a digital environment with the aim of engaging even more young people in Scouting’s educational offering. It is envisioned as a responsive website and app (iOS and Android), offering non-formal education to young people around the world at scale.

This role is focuses on bringing this “Digital Education Platform” to live, including the initial research of requirements and available solutions on the market and all subsequent deployment steps from there.
Project Manager, Digital Education Platform

Responsible to: Global Director, Scouting Development
Location: Remotely from home country
Duration: 8 months, extendable depending on funding availability
  Month 1 to 3: 30% FTE
  Months 4 to 8: 50 to 100% FTE to be agreed based on needs

Role description

The Project Manager, Digital Education Platform will work with a dedicated project team to support the adaptation and gamification of our Educational Initiatives to a digital education platform, leveraging the Earth Tribe educational paths as the first implementation.

In the first phase of the project (between April and June 2021) the Project Manager will work with a Project Team and a specialised digital education & gamification agency/consultant, which will assist in mapping out existing solutions and integrations based on WOSM’s requirements as well as a roadmap for the design and development of the new digital education platform / app.

After the first phase of the project (June 2021 onwards), the Project Manager will work with the expertise of the WSB’s Digital Transformation Team in identifying a solution partner and support the development, launch and deployment of the Digital Education Platform.

The Project Manager will throughout the project also collaborate with the WSB’s Business Development Team (BDU), providing briefing documents and materials on the evolving concept of the Digital Education Platform to enable the BDU to source the necessary funding required for its development, deployment and maintenance.

Key Responsibilities and deliverables

Phase 1 - April-June 2021 - 30% FTE
- Coordinate the setup of a WSB project team to conceptualise a Digital Education platform
- Conduct discovery workshops and focus groups with WOSM leadership, National Scout Organization leadership and Scouts to understand their needs, collect feedback and scope the basic requirements of a digital education platform.
- Collaborate with a specialised agency/consultant in gamification and digital education to map out best practices and principles for digitising non-formal and youth education based on our user’s needs, resulting in a clear scope of work for the platform and an understanding of available suppliers
- Coordinate the involvement of key internal and external stakeholders, partners and potential donors in this phase of the project.
- Produce a final concept of the digital education platform (including key online education features, gamification elements and technical requirements).

Phase 2 - June 2021 until December 2021 - FTE 50%-100% depending on outcomes phase 1
- Coordinate the WSB project team to
  - procure, develop and deploy a Digital Education platform
  - review existing materials for our Educational Initiatives, ensuring they are fit for purpose on the Digital Education platform
  - strengthen WSB’s overall capacity of developing digital education assets for a non-formal education context
- Coordinate the RfP, RfQ and contracting of a supplier for the Digital Education platform, based on the scope of work identified in phase 1, with oversight from the WSB’s Digital Transformation Team and in line with WSB guidelines & best practices
- Function as a liaison between the contracted supplier and the WSB project team during the development phase to ensure agreed deliverables are met on time and within budget
- Provide briefing materials on the envisioned Digital Education Platform to the WSB’s Business Development Unit enabling further fundraising for development and maintenance costs
Job Requirements

Qualifications and experience
- At least 3 years work experience in digital and online education.
- Professional experience in coordinating development of digital and online education platforms.
- Professional experience in adapting curriculums for digital and online education, preferably in the areas of youth development and youth education.
- Professional experience in the application of game-design elements and game principles for digital and online education.
- Experience in the delivery of Scouting's educational programme as a volunteer, and any experience in doing so in a digital context is an asset.

Knowledge and skills
- Ability to work and co-operate within an international and multicultural organisation.
- Ability to facilitate discovery workshops and focus group discussions to solicit feedback.
- Knowledge of agile and digital project management.
- Knowledge of best practices and principles in digital and online education and gamification.
- Ability to define and map out user journeys and user experiences for online platforms.
- Proficient in time and budget management to make sure the project deliverables are achieved.
- Ability to communicate well both written and orally, including with project stakeholders and external suppliers.
- Ability to communicate fluently in English, both oral and written. Literacy in French, Arabic, Spanish or Russian would be considered an asset.

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

Equipment
Applicant requires to possess:
- computer device with genuine operating system (i.e. not a pirated version). WSB will provide software licenses that covers Office 365, Dropbox, Slack.
- Internet connection enabling for remote work and online collaboration.
Summary of Terms and Conditions

• The World Scout Bureau aims to offer this role as a consultancy contract, but alternatives can be explored with the successful candidate.
• Due to the COVID-19 pandemic and travel restrictions, this is a part time, remote working opportunity.
• The remuneration for this role will be paid on a monthly basis.
• Flexibility of working hours to cope with the different time zones in which the stakeholders of this project are based is required, including the possibility of weekend work.

How to Apply

Applications should be submitted no later than 23:59 Malaysian time (GMT+8) on Sunday 11 April 2021, noting that incoming applications will be considered on a rolling basis as of April 1st. All applications 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.

Applications and enquiries should be emailed to jobs@scout.org.

Ideally, the project manager, Digital Education Platform will be available to start the role in the second half of April 2021.

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