



Information Pack for the Role of **Project Officer, Educational Methods**

World Scout Bureau Asia-Pacific Support Centre,
Makati City, Metro Manila, Philippines

June 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 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 170 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 140 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)

Project Officer, Educational Methods

Local hiring (Philippine nationals only)

Reporting to: Director, Educational Methods
Location: WSB Asia-Pacific Support Centre, Makati City, Metro Manila, Philippines
Duration: Six months to one year

Overall purpose

The Project Officer of Educational Methods, is a member of the Educational Methods team within the WSB Asia-Pacific Support Centre in Manila, reporting to the Director of Educational Methods. The person filling this position will support the ongoing process of achieving the triennial objectives under the Young People priority area of the 2018-2021 APR Plan.

Role description

Key responsibilities

The main responsibility of the Special Project Officer is to support the Educational Methods team, specifically in the area of Diversity and Inclusion, Scouting in Humanitarian Action, and Spiritual Development. The successful candidate will:

- assist in the monitoring and reporting of the Ticket2Life Project, ensuring that the database is organised, of high quality, and produced on time
- collect case studies across the Ticket2Life Project for evidence gathering and format them for external audiences
- support the team to identify and address challenges in the Ticket2Life Project's performance to ensure annual targets and outcomes are achieved in line with the resources available
- share news and stories about the Ticket2Life Project on scout.org and/or WOSM's social media platforms
- support and collaborate with staff members of the Asia-Pacific Support Centre in achieving the 2018-2021 APR Plan, especially in the area of Educational Methods
- support WOSM's volunteer management in the areas of Diversity and Inclusion, Scouting in Humanitarian Action, and Spiritual Development
- plan, manage, and execute various educational projects
- support the organisation of events (remotely and/or onsite)
- provide general clerical and secretarial support to the Educational Methods team
- prepare and manage basic correspondence related to Educational Methods areas

Other responsibilities

- On the request of the Director of Educational Methods, the Project Officer will need to attend to other tasks that may arise from time to time, which may not necessarily be part of his/her main responsibilities.

We are seeking a person who:

- has good knowledge of the Sustainable Development Goals (SDGs)
- is able to collaborate with a multicultural team of volunteers and staff
- has Scouting experience. Candidates who have successfully undergone a Basic Unit Leader's Training Course will be at an advantage.
- has social media and networking experience
- is able to manage small to medium scale projects and events
- is able to develop ideas for educational tools and materials
- has experience in writing and editing educational materials

Job requirements

Knowledge/skills/qualification

- A bachelor's degree in educational sciences, international studies, environment and sustainability, project management, development studies, or other relevant fields
- Knowledge and strong interest in Scouting's Diversity and Inclusion, Scouting in Humanitarian Action, and Spiritual Development
- Understanding of world level policy documents in the areas of Youth Programme, Youth Engagement, and Adults in Scouting
- Knowledge of education and learning processes
- Strong ability to communicate fluently in English, both spoken and written
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, and Outlook)
- Basic knowledge of database entry and processing
- Knowledge in writing and desktop publishing is an asset
- Strong ability to navigate the internet and has experience in managing social media accounts
- Ability to develop e-learning contents from assets such as photographs, clip art, video and audio clips, and graphic animations (ability to use video editing software is an asset)

Personal qualities/requirements

- Preferably 23-30 years old, at the time of recruitment
- Eager to learn and have a sense of curiosity
- Self-motivated, outgoing, and autonomous
- Ability to work under tight deadlines
- Forward-looking, a "big picture" thinker, and resourceful
- Well-organised, with an excellent capacity for multitasking
- Having strong sense of purpose and commitment to accomplish tasks (if needed, during evenings and/or weekends), a good team player with emotional intelligence
- Good moral character
- Ability to work as a part of multicultural team from different nationalities and cultures
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Recognises problems and seeks guidance and instruction when necessary
- Makes suggestions to improve work methods and procedures
- Ability to multitask

Summary of employment

Terms and conditions

The position is a fixed-term of six months, renewable for another six months, depending on the contractual employee's performance. The WSB offers a range of tangible and intangible working benefits as follows:

- The salary will be paid on a monthly basis and will be appropriate to the seniority of this role.
- The position is based in Makati City, Philippines.
- 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. The successful candidate must be willing to work in the evenings and on weekends, when necessary.
- The holiday entitlement is 15 days per annum (calculated on pro-rata basis) plus public holidays in the country where the position is based.

The successful candidate is expected to report for duty on 1 July 2019.

How to apply

Applications should be submitted at asia-pacific@scout.org no later than 23:59 Manila time, by **30 June 2019** and should include:

1. a curriculum vitae with full details of your 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 persons who can provide employment references

Applications and enquiries should be emailed to asia-pacific@scout.org.

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