Information pack for the role of

Rover Scout Project Officer
(short-term contract, consultant)

World Scout Bureau Eurasia Support Centre and
National Association of Scouts of Moldova
(Supported by Eric Frank Trust)

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, focus on results, respect, trust and integrity.
Rover Scout Project Officer

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

Role description

The Rover Scout Project Officer is a temporary consultant role with the WSB Eurasia Support Centre, reporting to the WSB Eurasia Support Centre Youth Programme Coordinator responsible and to the Executive Director of the National Scout Association of Moldova. The Project officer assists the WSB Eurasia Support Centre Youth Programme Coordinator in supporting the successful development of the Rover section in Eurasia Region as well as the delivery and follow up of the ExcelScout 2022 event, that will take place in Moldova between 15 and 21 May 2022.

This role involves:

- Working with the WSB Eurasia Support Centre to enhance the Youth Programme offer to NSOs in the area of Rover Programme
- Coordinating with NGOs and local Scout groups in all parts of Moldova to assist the development of community service projects to be completed during the event in May 2022
- Supporting the ExcelScout Core Planning Team in the delivery of programme, logistics, documentation, communications etc
- Liaising with NSOs to support the development of an environment which fosters commitment to the objectives of the project and provides support where needed
- Supporting the development of community projects in NSOs before, and after the ExcelScout event
- Maintaining administration and reporting to all donors and stakeholders of the project
- Support to the Rover Commissioners Seminar being run in coordination with ExcelScout 2022

Responsibilities

Supporting ExcelScout Core Planning Team:
- Foster a positive culture of support and continual two way communication with the Core Planning Team members and staff colleagues
- Support the communication of the event, in all formats, liaising with NGOs, NSOs, and all stakeholders, creating and maintaining records
- Persue funding opportunities, to maximise the impact of ExcelScout 2022
- Support the creation and delivery of Rover Programme during the event
- Lead the secretariat support of ExcelScout 2022 and related events, based in Moldova

Supporting the Safety and Administration:
- Assist the planning team meetings, organising logistics, minutes, notifications, etc.
- Facilitate the regular update of the risks status with the Core Planning Team
- Arrange the supply of all logistics in coordination with WSB Eurasia Support Centre
- Create monitoring and evaluation systems to ensure project stays on course and delivers on outcomes in a timely way
- Ensure regular reporting with updates on deliverables, including visual audio-video materials
Supporting the development of SDG projects:
- Support the NGOs and local Scout groups who provide community service projects for International Teams
- Provide practical support, including transport and logistics, at local project sites
- Ensure the safety and wellbeing of participants is part of the local programme offer

Supporting the WSB Eurasia Support Centre:
- Ensure the WSC Eurasia Support Centre is kept up to date with your progress on all actions and deliverables
- Coordinate with Youth Programme Coordinator on weekly schedule of actions and deliverables

Supporting the National Scout Association of Moldova to host ExcelScout 2022:
- Cultivate relationships with NSAM leaders to ensure a greater understanding of the ExcelScout project, its structure and non-formal education methods, highlighting the value to the community
- Support the growth of the Rover Section of NSAM through various actions agreed with WSB Eurasia Support Centre and NSAM
- Ensure all requirements of funders are adhered to

Long term focus
- Provide ongoing project support, and development to strengthen the outcomes and impact of the ExcelScout event, NSO projects, and the Rover Scout Programme, as a direct result of ExcelScout 2022.
- Ensure the safety and wellbeing of all adults and young people through adherence to relevant guidelines for the full scope of the project
- Ensure the set up the governance structures necessary for Scouting to fulfil its legal and administrative duties
- Contribute to the development of a monitoring and evaluation procedure for the 4 months from May to August
- Contribute to the main project report for funders in the weeks following the event
- Formulate a plan for the conclusion of the project, including all necessary reporting
- Provide operational support where needed
- 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, or comparable training and experience
- Experience in working/volunteering with remote teams
- Experience of Scouting or youth-work

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

- Autonomous, reliable, 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 and portraying Scouting values

Practical considerations:

- The role involves travel
- Travel expenses are reimbursed in line with the Expenses Policy of the WSB
- The successful applicant must be willing to work evenings and weekends where necessary (compensatory leave will be provided)
- The Project officer's reporting tool is updated weekly including details of time allocations, priorities and challenges, and achievements on projects

Summary of employment terms and conditions

- This role is a full-time position with a 8-month contract
- Probation period is 30 days
- This role reports to Youth Programme Coordinator, and supports the ExcelScout Planning Team.
- 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.
- Holiday entitlement is 25 days of leave per annum, plus public holidays of NSO country
- 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