Information Pack for the Role of Intern, Youth Programme

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

January 2022
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)
Organisational 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. 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 World Scout Bureau (WSB).

The Chief Operating Officer provides overall coordination and leadership to the operations of the WSB Global Support Centre. 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 WSB 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.
Job Description

Position Title: Internship, Youth Programme

Reports to: Director, Youth Programme

Duration: Six months

Location: WSB Global Support Centre, Kuala Lumpur, Malaysia

Summary

The Intern, Youth Programme, is a member of the Scouting Development Global Team within the World Scout Bureau Global Support Centre in Kuala Lumpur, reporting to the Director of Youth Programme.

The person going through this internship programme will have several learning opportunities through the contribution to the support of the WSB operations. These opportunities are happening within the ongoing process of achieving WOSM’s triennial plan objectives under the Educational Programme and Youth Engagement in Scouting areas.

The ideal applicant will possess expertise in the areas of Youth Programme and Youth Engagement in Scouting, as well as experience in project management, conducting surveys, support developing educational tools and support the development of e-learning content.

Learning and Development Opportunities

The main areas of leaning opportunities of the Intern is to support the Scouting Development Global Team of the WSB, specifically in the area of Youth Educational Programme and Youth Engagement in Scouting. This will be achieved by:

- Contribute to the support of developing and promoting educational tools and materials (e.g.: simple infographics on educational steps, social media content for promoting one tool … etc.)
- Contribute to the support of producing e-learning content and other training materials
- Contribute to the support of WOSM’s volunteers and staff in the areas of Youth Programme and Youth Engagement.
- Contribute to the support of survey development and reporting related with Youth Engagement
- Contribute to the support of organising events (mostly remote support)

Additionally, the Intern will support the global and regional projects teams and staff teams that implement WOSM’s triennial plan 2021-2024 in the relevant areas in Education of Scouting.

Under the supervision of the Director, Youth Programme, the Intern will support other relevant emerging tasks that may arise from time to time.
Job requirements

Qualifications and Experience

- Undergraduate/graduate degree; either completed or pursuing a university or graduate degree that include educational sciences, international studies, project management, or similar. Higher degrees will be an asset, equivalency through past experience will be considered.
- Working with multicultural and international environments
- Scouting experience at national and/or international level
- Managing small to medium scale projects and events
- Conducting surveys (using qualtrics or survey monkey)
- Writing / editing reading materials
- Willing to start internship shortly

Knowledge and Skills

- Knowledge and strong interest in Scouting’s Youth Programme, Youth Engagement and understanding of World level policy documents in the educational areas mentioned
- Knowledge in education and learning process
- Knowledge of non-formal educational methods and tools
- Knowledge of educational programmes development and management
- Strong ability to communicate fluently in English, both spoken and written. The ability to communicate in any of the other WOSM languages would be an asset.
- Ability to conduct a presentation or training session
- Ability to use digital project management tools such as SmartSheet.
- Strong ability to work in Mac Operating system, proficiency in Office 365 packages, online collaborative tools (e.g. Skype and Zoom) and project tools (e.g. Basecamp and Dropbox)
- Ability to learn how to develop / develop e-learning content from assets such as photographs, clip art, video, audio, and graphic animations (knowledge of using video editing software is considered an asset)
- Capability to seek for solutions, solve problems, and handle conflicts

Personal Qualities

- Eager to learn and have a sense of curiosity
- Self-motivated, outgoing, and autonomous
- Ability to work under tight deadlines
- Forward-looking and resourceful
- Well organised, with an excellent capacity for multitasking
- Having strong sense of purpose and commitment to accomplish the work (if needed, during evenings and/or weekends), a good team player with emotional intelligence
- Subscribe to Scout values and norms: trustworthy, integrity, transparency, and accountability
- Displays integrity and a strong sense of ethics in all actions and decisions.
- Immediate availability is an asset.
Summary of employment terms and conditions

Terms and Conditions

- The World Scout Bureau offers a range of tangible and intangible internship benefits.
- This role is based in Kuala Lumpur, Malaysia.
- The World Scout Bureau will cover the following expenses (if applicable):
  a. Economy class return flight from the home country to Kuala Lumpur, Malaysia
  b. Visa processing costs
  c. Stipend to cover meals and incidentals
  d. Local health insurance
  e. Accommodation during the internship (shared apartment with other interns)
- Contractual hours of work are 40 hours per week. However, additional time 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 during the evenings and on weekends when necessary, for which reasonable time off in lieu may be given. A limited time allowance for coursework on a weekly basis can be discussed.
- The intern will be entitled to ten days of leave per annum prorated to the duration of the contract plus public holidays in the country where the position is based.

Important to note:
- A remote internship can be considered if there is a need
- The pandemic restrictions in Malaysia provide us with no guaranteed situation on timeline or success and therefore significant flexibility is required.
- Full vaccination is mandatory to enter Malaysia as a foreigner, and likely a quarantine period of 7 to 14 days will be required upon arrival in country

The offer of internship appointment will be subject to:
- Two satisfactory references
- Verification of relevant qualifications
- Confirmation of eligibility to work in Kuala Lumpur (or the ability to obtain the appropriate work permits, at the World Scout Bureau’s expense)
How to Apply

Applications should be submitted no later than 23:59 Kuala Lumpur time (GMT+8) on **Sunday, March 6, 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, relating your skills, knowledge and experience to the requirements of the job description. Your particular interest and motivation in applying for this role in Kuala Lumpur should also be outlined.
3. Contact information of at least two people who can provide employment references.

Applications and inquiries should be sent by e-mail to [jobs@scout.org](mailto:jobs@scout.org).

Ideally, the Intern, Youth Programme will start no later than **1 April 2022**.

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