



INTERNSHIP INFORMATION PACK

Position Title	Graphic Design & Audiovisuals Intern
Reporting to:	Communications & Public Relations Officer
Duty Station	World Scout Bureau Africa Support Centre, Nairobi, Kenya
Department	Operations (Communications Services Unit)
Duration of Assignment	6 Months

Background Information

The World Organization of the Scout Movement (WOSM) - a confederation of 166 National Scout Organizations (NSO) in a network of over 50 million members in more than 1 million local community Scout Groups - is the world's leading educational youth movement. Some 7 million members are volunteers who support the local activities, resulting in a huge multiplier effect.

The World Scout Bureau (WSB) is the Secretariat of WOSM and has a number of constitutionally defined functions. The Bureau comprises approximately 120 professional staff, based in 8 offices worldwide; Kuala Lumpur – Malaysia, Geneva – Switzerland, Nairobi – Kenya, Cairo – Egypt, Makati City – Philippines, Brussels - Belgium, Kiev – Ukraine, Panama City – Panama.

The Regional Director is the lead of the Africa Support Centre and is responsible for the services delivered to the National Scout Organizations in the region. The Region consists of Sub-Saharan countries, with 40 member National Scout Organizations (NSOs), 7 potential members and a total membership of over 5 million people - youth and adults, boys and girls, men and women.

Job Description

The Graphic Design and Audiovisuals Intern, with the Communications and Public Relations Officer and the Information Technology Officer form the Communications Services Unit of the World Scout Bureau Africa Support Centre

The Intern's role is to support the Communications and Public Relations Officer in converting the stories gathered from National Scout Organizations and events into graphic and audio-visual material for the promotion of Scouting worldwide. The intern must have a strong knowledge of graphic design and audiovisual communication, be able to provide creative and compelling solutions for different departments/units and needs. This will demand that the intern also possess a strong knowledge of World Organization of the Scout Movement (WOSM). Being a Scout is a definite advantage for this role.

Key Responsibilities

Within the framework of WSB's Master Operational Plan and Regional Yearly Operational Plan the Graphic Design and Audiovisuals Intern will support to:

- Design reports, brochures, toolkits, newsletters, fact sheets, briefing notes, and other such publications to communicate content in the most effective and compelling way
- Design info-graphics, data visualization for print and/or digital platforms, including WSB Africa Support Centre's official social media channels (Facebook, Twitter, Instagram, YouTube etc.) and scout.org website
- Assist in developing content plans and messaging for WOSM's official social media accounts

- Develop Audio-visual materials to support WSB Africa Support Centre's projects and campaigns
- Design logos, posters and graphic materials to support regional and zonal events, and the 17th Africa Scout Conference and 8th Africa Scout Youth Forum, in particular.
- Design and produce motion graphics and animations
- Conceptualize and roll-out the Africa Scout Media Centre
- Undertake other tasks as agreed with the Communications & Public Relations Officer from time to time

Special Projects

The Graphic Design and Audiovisuals Intern will play a key role in developing material for the 17th Africa Scout Conference and 8th Africa Scout Youth Forum to be held in September 2018. To this regard, he/she will be required to support in developing material such as short documentaries, video advertisements, animations, promotional interviews, event videos, reports, project profiles, PowerPoint presentations, information bulletins and online campaigns.

Person Specification

We are looking for a talented person with the following profile:

- Has or is pursuing a university degree or Diploma in Graphic design, Arts and Audio-visuals
- Can work with the Communications Services team to develop solutions and creative material to support campaign strategies and content for various projects.
- Work experience is an added advantage, but is not mandatory.

Skills

- Creative thinking including the ability to propose fresh design solutions to respond to communications challenges and communications priorities
- Fluent in English with literacy in French considered as a strong asset
- Strong work ethic, ability to work as a productive and positive member of a small, creative team
- Demonstrable computer skills:
 - Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)
 - Macintosh system, online collaborative tools
 - Excellent Knowledge of Adobe Creative Suite, such as InDesign, Photoshop, Illustrator, Acrobat and/or other design products is considered an asset.
 - Knowledge of animation and using video editing software such as FinalCut

Knowledge

- Graphic Design and Audio-visual Communications
- Strong design sense with the ability to integrate messaging, colour, imagery, and typography to tell the story
- Advanced knowledge and interest of Graphic Design Arts and video
- Knowledge of the latest Graphic and Audio-visual trends
- Experience with Content Management Systems
- Ability to follow creative briefs and produce accurate artwork
- Experience in typography and a range of design software
- Knowledge of international print processes
- Excellent knowledge of video editing

Experience

- Experience to produce High Quality designs and publications following the Brand Guidelines of the World Organization of the Scout Movement
- Scouting on a national and/or international level is desirable International and/or multicultural environment would be considered an asset

- Capable of meeting tight deadlines and short timeframes
- Good and demonstrable portfolio of design and videography work

Personal Qualities

- Innovative
- Passionate about young people's issues
- Ambition for continuous learning and personal development
- Capable of working with Scout volunteers at national, regional and global levels
- Willing to occasionally travel overseas and work in evenings and weekends as required
- University degree in Graphic design, Arts and Audio-visual
- Accuracy and attention to details

Working Relationships

Internal: Liaise with WSB Africa Support Centre colleagues to maintain good internal relations throughout the duration of assignment

External: Work closely with the Communications and Public Relations Officer, to ensure proper coordination and relations with National Scout Organizations and other stakeholders for a good corporate image.

Summary of Terms and Conditions

The World Scout Bureau offers a range of tangible and intangible working benefits.

- This is a full time, non-remunerated fixed-term internship position with a contract of 6 months. The office will however provide lunch and transport from the designated pick up and drop off points of the office and a little stipend.
- The position will be based in Nairobi, Kenya.
- Contractual hours of work are a minimum of 40 hours per week from Monday through Friday, however, additional hours may be required for the effective performance of the role for which there will be no remuneration. The intern must be willing to work during the evenings and at weekends, when necessary, for which reasonable time off in lieu may be given.
- The holiday/leave entitlement is 2.5 days per month, plus public holidays in Kenya.
- The office will provide a conducive working environment that will allow the intern to learn and gain relevant experience, including offering guidance and support to the responsibilities the intern is allocated.
- The successful candidate is expected to begin work on **18th June 2018**. (or as agreed with the intern)

Expectations on the Intern

Over the duration of assignment, the intern will be expected to:

- Conform to the staff regulations of the World Scout Bureau Africa Support Centre, which shall be issued on appointment.
- Work on the days and times agreed with the supervisor and ensure timely completion of tasks, at the office.
- Maintain high level of confidentiality of the office information.
- Timely notification of planned absence from the office as per the organization's guidelines and in consultation with the supervisor.
- Keep time when reporting to work.

- Submit an internship report, handover notes and attend an exit interview during the last week of the internship period.

How to Apply

All interested applicants should submit their applications no later than 5:30pm (GMT+3) on **Friday, 18th May 2018** and should include:

- A Curriculum Vitae with full details of education and career history
- A cover letter outlining your suitability for the role, relating your skills, knowledge and experience to the requirements of the job description and profile specification. Your particular interest in applying for this role should also be outlined.
- Details of at least two people who can provide appropriate references.

Applications should be sent by e-mail to **africa@scout.org** addressed to:

The Regional Director
World Scout Bureau Africa Support Centre
Rowallan National Scouts Camp
P. O. Box 63070 - 00200
Nairobi, Kenya

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