## JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Director, Adult Resources and Research</th>
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<td><strong>Position Concept</strong></td>
<td>Responsible, as the executive arm of the APR Adult Resources Sub-Committee, for conceiving, promoting and implementing the Adult Resources Policy and for the promotion and management of Adult Resources and research in the region. This will include the development of training and support materials for adult resources.</td>
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| **Principal responsibilities** | • To ensure the effective implementation of World Adult Resources Policy in the region  
• To strengthen volunteerism and professional services in the region by creating and supporting opportunities for training and development  
• To develop and promote exchange programmes for adult leaders  
• To design, promote and coordinate regional award/s for adults  
• To develop and carry out research projects to support NSOs in the region  
• To maintain and upgrade the resource center (library) at the Regional Office |
| **Special Responsibilities** | • To implement, monitor and review the priority area: Adult Resources (Volunteers in Scouting) under Vision 2013  
• To be the region’s focal staff for WOSM’s strategy workstream for Volunteers in Scouting  
• To support, as the focal staff, the APR Adult Resources Sub-Committee  
• To manage events (developing, designing and organizing) under the functional area  
• To provide sub-regional desk services to selected National Scout Organizations in South Asia  
• To ensure that the regional calendar of events and country/NSOs profiles are continuously updated and distributed to NSOs biannually  
• To ensure that NSOs annual reports are received in time and the membership package is regularly updated with statistical analysis  
• To coordinate with other divisions in achieving the overall objectives and effective performance of the Regional Office |
| **Term of Office** | Initially 6 years, renewable |
| **Reports to** | Regional Director |
| **Qualifications** | • University Degree (preferably with postgraduate degree)  
• Total identification to the aims and objectives of Scouting  
• Ability to produce written material and training tools  
• Ability to plan, organize and evaluate  
• Fluency in English  
• Age: 35-45 |
| **Personal Profile** | • Ability to work as a part of an international team  
• Ability to work with people from different nationalities and cultures  
• Ability to manage a diverse workload |