



Information pack for the role of

Project Officer, Diversity & Inclusion

World Scout Bureau Europe Support Centre,
Geneva

July 2018



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 169 National Scout Organizations (NSOs) in a network of over 50 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, Kiyv (Eurasia Support Centre)

Scouting in the European Scout Region

The European Scout Region of the World Organization of the Scout Movement (WOSM) provides support to WOSM member organisations in 40 countries in Europe which offer Scouting for more than 1.8 million members.

The European Scout Region is governed by the European Regional Scout Conference and the European Scout Committee. It is supported by volunteers engaged in a number of regional working groups and project teams and by professionals working at the World Scout Bureau Europe Support Centre.

The European Regional Conference adopts a Regional Scout Plan and the European Scout Committee implements it. The Regional Scout Plan is, in effect, the Region's strategy. It is developed with input from the member organisations in the Region which contribute to identifying priority areas of work, as well as relevant activities and objectives for the Region.

At the Conference, delegates from each member organisation in the Region also debate and adopt resolutions, which cover issues of importance not necessarily covered by the proposed Regional Scout Plan.

Project Officer, Diversity & Inclusion

Location: World Scout Bureau Europe Support Centre, Geneva
Responsible to: Deputy Regional Director of the Europe Support Centres
Responsible for: No current responsibilities

Internal Relations:

- Regional Director and other staff of the Europe Support Centres
- Staff of the World Scout Bureau as a whole including other regional Support Centres and Global Support Centres
- Chairperson, Vice-Chairperson, members of the European Scout Committee
- Volunteers from National Scout Organisations and Associations serving in the European Region
- Representatives of the National Scout Organisations and Associations in Europe

External Relations:

- NGOs and other youth organisations
- Professional bodies, consultants and experts in the fields of diversity and inclusion (including in particular aspects related to refugees and migrants) for development, implementation, research and project management purposes

Main tasks:

- Lead the area of Diversity and Inclusion in the European Region with a view to advising and working with member organisations in mainstreaming Diversity and Inclusion, implementing segments of Diversity and Inclusion and community based projects.
- Lead and implement support to member organisations – including the provision of consultancy services. These may include analysis of needs, provision of qualified personnel, information exchange, training and evaluation and will involve coordinating with other staff and volunteers
- Contribute to the implementation of wide projects and in the organisation of international events in the field of Diversity and Inclusion
- Liaison with and working as part of a wider Thematic Team with those holding equivalent positions in all other Regional and Global Support Centres around the world and sharing tasks within the area of diversity and inclusion worldwide
- Select, motivate and manage different teams of volunteers, including by providing administrative and communication support
- Provide motivational support and training to staff colleagues in the area of Diversity and inclusion and Refugees and migrants
- Representation of Scouting at agreed forums and meetings
- Support of and interaction with staff in the Education area of the Regional Support Centre including involvement in activities in this general area including but not only from the perspective of Diversity & Inclusion
- Such other tasks as agreed with and by the Regional Director

Anticipated outcomes:

- Motivation and leading, from a staff perspective, the area of Diversity and Inclusion – with increased understanding by others of the importance of Scouting to be inclusive, open to all
- Enablement of the teams of volunteers in the area of Diversity and Inclusion to deliver quality support to National Scout Organisations and Associations as identified in the Regional Scout Plan
- Dissemination of outcomes of the work of Diversity & Inclusion including related project work through all media channels
- Contribution and knowledge sharing on Diversity and Inclusion within the World Scout Bureau and the Region through the Thematic Team
- Contribution to the overall area of Education for All

Person Specification

EDUCATION

Education to university first-degree level, or equivalent in work experience in the area of Diversity & Inclusion.	Desirable
Ability to communicate in the two official languages of World and European Scouting – English and French.	Essential
Additional language skills will be an advantage.	Desirable
Post graduate work or study in the area of Diversity & Inclusion.	Desirable

KNOWLEDGE

Knowledge of the policies of the World Organization of the Scout Movement.	Essential
Proven record in the area of Diversity & Inclusion.	Essential
Deep understanding of the work and practices of youth and volunteer lead organisation	Essential
Ability to devise, implement and evaluate support packages.	Essential
Thorough knowledge of project management, implementation and impact evaluation.	Essential
Events organisation and management	Essential
Budgeting and accounting principles	Essential

MOTIVATION

Ability to lead teams of staff and volunteers	Essential
Ability to work as a team member	Essential
Ability to work in an inter-cultural and multi-cultural environment	Essential
Willingness to work in a inter-generational environment that is highly valuing the empowerment of young people	Essential
Availability to work with a minimum of supervision	Essential

PRACTICAL SKILLS

Abilities to use the Microsoft Office suite of functions and other online project management & team communication software	Desirable
Ability to write reports, recommendations and policies in an understandable way to varying constituencies.	Essential
Ability to maintain records effectively	Essential
Ability to make presentations.	Essential
Ability to use statistical packages to enhance and interpret data.	Desirable
Ability to use modern communication channels including social media	Essential
Capacity to contribute, when necessary, in the logistical organisation of international events (in and outdoor	Essential

PERSONAL QUALITIES

Available to travel throughout all of Europe and for up to 40 days per year	Essential
Adaptable to different working conditions including under pressure	Essential
A good sense of humour and team spirit	Essential
Understanding of and commitment to the fundamental principles of Scouting	Essential

Summary of employment terms and conditions

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

This is a full-time position with an open-ended contract.

- The position is a development one – from Project Officer leading to Unit Manager, based on performance.
- The salary paid on a monthly basis will be appropriate to the responsibilities of this role.
- The position is based in Geneva, Switzerland.
- Contractual hours of work are a minimum of 40 hours per week, Monday through Friday. However, additional hours 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 in the evenings and on weekends, when necessary.
- Holiday entitlement is 25 days per year, plus public holidays in the country where the position is based.
- The World Scout Bureau has a pension plan, education scheme, and a medical plan. Full details will be provided upon employment.
- Relocation support will be provided.

How to apply

Applications should be submitted by email to the World Scout Bureau Europe Support Centre (europa@scout.org) no later than 23.59 CEST (UCT+2) on **15 August 2018** and should include:

- A curriculum vitae with full details of your education and career history;
- A letter of motivation outlining your suitability for the role, relating your skills, knowledge, and experience to the job description and person specification, as well as your particular interest and motivation in applying for this role.

All enquiries should be emailed to europa@scout.org.

Shortlisting will take place before **22 August 2018**, when all shortlisted candidates will be advised. No other applicants will be contacted.

Interviews will be held in Geneva, Switzerland, on Friday, **7 September 2018**.

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

World Scout Bureau Europe Support Centre, Geneva
rue Henri Christiné 5
1205 Geneva
Switzerland

europa@scout.org
<https://scout.org/europe>